Change of owner/ occupier in Property Tax Register (Non-death case)

1.	Name of the Service	Change of owner/occupier in Property Tax Register (Non-death case)
2.	Designated Officer	1. Zonal Taxation Officer in the Municipal Corporation. 2. Executive Officer in the Municipal Council. 3. Secretary in the Municipal Committee.

3.	Documents to be enclosed with the request	1. Any one of the below documents for proof of ownership:
		  a. Sale deed/Conveyance deed
		  b. Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad
		  c. Allotment Letter, re-allotment letter from any Govt. or semi-Govt. Dept. or Developer of Licensed Colony or Developer of Approved Group Housing
		  d. Court decree (An affidavit or declaration regarding court decree no court case is pending in any court)
		2. Identity Proof of Applicant (Any one of the following):
		  a. Aadhar Card
		  b. PAN Card
		  c. Parivar Pehchaan Patra
		  d. Passport
		  e. Driving Licence
		  f. Voter ID
		3. Additionally, in case of legal heir cases i.e, Varisan (Succession Cases)
		  a. Legal Heir Certificate (Issued by Court or Tehsildar).
		4. Additional for properties under Lal-Dora Areas (Any one of the following):
		  a. Where Owner Details are Null or NA, the required details to be updated based on the ULBs old property data record (Property Register) or Panchayat record.
		  b. Court decree registered with the revenue authorities.
		  c. Registry/Sale deed.

4.	Fee/Charges	A fee of Rs. 1000/- is charged for applications applied under Tatkal (Priority).
5.	Timeline	15 Working Days (Normal Case) 02 Working Days (Tatkal Case)

6.	Procedure	**Apply on Property Tax Portal**
		
		1. Applicant Submits Online application on https://property.ulbharyana.gov.in/ along with required scanned copy of Documents. List of Documents are mentioned above.
		
		2. The application will be verified by the maker along with documents.
		
		  a. If application/documents are found correct:
		    i. The application is forwarded to Checker.
		    ii. Checker will verify the application and approve.
		
		  b. If any discrepancy is found in the application/documents:
		    i. The application is reverted back to citizen and details of deficiency observed is informed to the applicant.
		    ii. Applicant resubmits the application.
		
		3. After approval, Name is updated in Record.