

**Change of owner/ occupier in Property Tax Register (In Death case)**

1.	Name of the Service	Change of owner/ occupier in Property Tax Register (In death case)
2.	Designated Officer	<ol style="list-style-type: none"> <li>1. ZTO in Municipal Corporation.</li> <li>2. Superintendent Tax in Municipal Council.</li> <li>3. Tax Clerk in Municipal Committee.</li> </ol>
3.	Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Identity Proof of Applicant (Any one of the following documents):             <ol style="list-style-type: none"> <li>a. Aadhar Card</li> <li>b. PAN Card</li> <li>c. Parivar Pehchaan Patra</li> <li>d. Passport</li> <li>e. Driving Licence</li> <li>f. Voter ID</li> </ol> </li> <li>2. Ownership documents of deceased person:             <ol style="list-style-type: none"> <li>a. Sale deed/Conveyance deed</li> <li>b. Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad</li> <li>c. Allotment Letter, re-allotment letter from any Govt. or semi-Govt. Dept. or Developer of Licensed Colony or Developer of Approved Group Housing</li> <li>d. Court decree (An affidavit or declaration regarding court decree no court case is pending in any court)</li> </ol> </li> <li>3. Registered un-registered will, Legal heir certificate along with an affidavit regarding dispute and final will as per best knowledge of applicant.</li> <li>4. In case of non-availability of any document mentioned at Sr. No. 3, all legal heirs will provide an affidavit in favour of transferee</li> <li>5. Death Certificate</li> <li>6. A publication with the notice of 30 days must be published in 02 national newspapers.</li> <li>7. Additional for properties under Lal-Dora Areas (Any one of the following):             <ol style="list-style-type: none"> <li>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.</li> <li>b. In death case, legal heir certificate issued from the competent revenue authority / civil court.</li> <li>c. Court Decree registered with the revenue authorities.</li> <li>d. Registry/Sale deed.</li> </ol> </li> </ol>
4.	Fee/Charges	A fee of Rs. 1000/- is charged for applications applied under Tatkal (Priority).
5.	Timeline	<ol style="list-style-type: none"> <li>a. Normal case - timeline to dispose-off the application is 45 working days. Out of these 45 days, 30 days are required for the copy of the publication to be published in national newspapers.</li> <li>b. Tatkal case - timeline to dispose-off the application is 2 working days.</li> <li>i. Publication in case of Tatkal – The citizen shall bring the copy of the publication cutting of 2 national newspapers.</li> </ol>

6.	Procedure	<p><b><u>Apply on Property Tax Portal</u></b></p> <ol style="list-style-type: none"> <li>1. Applicant Submits Online application on <a href="https://property.ulbharyana.gov.in/">https://property.ulbharyana.gov.in/</a> along with required scanned copy of Documents. List of Documents are mentioned above.</li> <li>2. The application will be verified by the maker along with documents.</li> </ol> <p>If application/documents are found correct:</p> <ol style="list-style-type: none"> <li>i. The application is forwarded to Checker.</li> <li>ii. Checker will verify the application and approve.</li> </ol> <p>If any discrepancy is found in the application/documents:</p> <ol style="list-style-type: none"> <li>i. The application is reverted back to citizen and details of deficiency observed is informed to the applicant.</li> <li>ii. Applicant resubmits the application after attending the observations.</li> </ol> <ol style="list-style-type: none"> <li>3. After approval, Name is updated in Record.</li> </ol>
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