

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"> 1. ZTO in Municipal Corporation. 2. Superintendent Tax in Municipal Council. 3. Tax Clerk in Municipal Committee.
3.	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Identity Proof of Applicant (Any one of the following documents): <ol style="list-style-type: none"> a. Aadhar Card b. PAN Card c. Parivar Pehchaan Patra d. Passport e. Driving Licence f. Voter ID 2. Ownership documents of deceased person: <ol style="list-style-type: none"> 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) 3. Registered un-registered will, Legal heir certificate along with an affidavit regarding dispute and final will as per best knowledge of applicant. 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 5. Death Certificate 6. A publication with the notice of 30 days must be published in 02 national newspapers. 7. Additional for properties under Lal-Dora Areas (Any one of the following): <ol style="list-style-type: none"> 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. In death case, legal heir certificate issued from the competent revenue authority / civil court. c. Court Decree registered with the revenue authorities. d. Registry/Sale deed.
4.	Fee/Charges	A fee of Rs. 1000/- is charged for applications applied under Tatkal (Priority).
5.	Timeline	<ol style="list-style-type: none"> 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. b. Tatkal case - timeline to dispose-off the application is 2 working days. <ol style="list-style-type: none"> i. Publication in case of Tatkal – The citizen shall bring the copy of the publication cutting of 2 national newspapers.

6.	Procedure	<p><u>Apply on Property Tax Portal</u></p> <ol style="list-style-type: none"> 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. <p>If application/documents are found correct:</p> <ol style="list-style-type: none"> i. The application is forwarded to Checker. ii. Checker will verify the application and approve. <p>If any discrepancy is found in the application/documents:</p> <ol style="list-style-type: none"> i. The application is reverted back to citizen and details of deficiency observed is informed to the applicant. ii. Applicant resubmits the application after attending the observations. <ol style="list-style-type: none"> 3. After approval, Name is updated in Record.
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