

## Process to get Name changed in Property Tax record

For the purpose of getting the name updated in the property tax record, following process is adopted:

1. Submit application with the concerned Municipality along with the following documents:
  - a) Affidavit / undertaking claiming that the applicant is the rightful owner of the property
  - b) ID Proof
  - c) Ownership proof (Any document establishing ownership of the applicant)
2. After the application is approved, the concerned Municipality may convey the requisite fees/charges for effecting the name change. Fees / Charges for changing the owner will vary as per the concerned Municipality.
3. On payment of the fees by the applicant, name change in the records is done.
4. In case of any issues related to the property details or receipts, one can raise objection on NDC portal <https://ulbhryndc.org/> by attaching all required documents.