

**VALUATION QUERY FORM FOR NON RESIDENTIAL PROPERTIES  
(PROPERTIES OTHER THAN RESIDENTIAL e.g. commercial, industrial etc)**



THE MUNICIPAL MANAGER  
VICTOR KHANYE LOCAL MUNICIPALITY

LODGING OF AN ENQUIRY PERTAINING TO A SPECIFIC PROPERTY AS REFLECTED IN OR OMITTED FROM THE VALUATION ROLL/SUPPLEMENTARY VALUATION ROLL FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2018

Notes for Completing this Form:

1. Complete a separate form for each property queried to.
2. In the case of Sectional Titles, a form must be completed for each section queried to.
3. Delete whichever is not applicable.
4. All sections shaded in grey are mandatory, and must be completed to be a valid query form.

**SECTION 1: PROPERTY INFORMATION**

**1.0 DESCRIPTION OF PROPERTY IN RESPECT OF WHICH THE QUERY IS MADE**

ERF NUMBER/ SECTION NUMBER	PORTION	TOWNSHIP NAME/SCHEME NAME	TOWNSHIP EXT
ERF EXTENT/ UNIT SIZE	FLAT NO/ DOOR NO	PHYSICAL ADDRESS	
M <sup>2</sup>			

**1.1 OWNER DETAILS (Please mark the appropriate box with a X)**

NAME OF OWNER			
IDENTITY NO.		COMPANY OR CC REGISTRATION NO	
POSTAL ADDRESS			CODE
TELEPHONE NO	HOME		WORK
	CELL		FAX
E-MAIL ADDRESS (if available)			

**SECTION 2: QUERY DETAILS**

*At least one of the following must be completed to be considered.*

QUERY TYPE	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY COMPLAINANT
DESCRIPTION OF THE PROPERTY		
CATEGORY		
PHYSICAL ADDRESS/DOOR NO./FLAT NO.		
EXTENT		
MARKET VALUE		
NAME OF OWNER		

**SECTION 3: DECLARATION**

I / WE.....HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

Date

Name (Print)

Signature

**SECTION 4: PROPERTY DETAILS**

PROVIDE FULL DETAILS OF ALL SERVITUDES, ROADS PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (IF APPLICABLE)

SERVITUDE NO		AFFECTED AREA	M <sup>2</sup>
IN FAVOUR OF			
FOR WHAT PURPOSE			

WAS COMPENSATION PAID	YES	NO		
IF YES: DATE OF PAYMENT			AMOUNT	R

**SECTION 5: DESCRIPTION OF BUILDINGS**

(INFORMATION UNDER 5.1 TO 5.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

**5.1 TENANT AND RENT INFORMATION – ANNEXURE A**

NAME OF TENANT	SIZE	RENTAL EXCL VAT)	ESCALATION OF RENTAL	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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**5.2 SCHEDULE OF EXPENSES INCLUDING MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY etc. ANNEXURE B**

**5.3 STATEMENT OF INCOME & EXPENDITURE FOR PREVIOUS FINANCIAL YEAR – ANNEXURE C**

**5.4 BUILDING SIZES – ANNEXURE D**

BUILDING NO.	SIZE M <sup>2</sup>	DESCRIPTION e.g. used as a shop, offices etc.	CONDITION
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**5.5 IF THE PROPERTY HAS NOT BEEN DEVELOPED TO IT'S HIGHEST AND BEST USE , INDICATE THE EXTENT OF LAND THAT IS AVAILABLE FOR FURTHER DEVELOPMENT**

	M <sup>2</sup>
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**OTHER FEATURES OF BUILDINGS: REASONS IN SUPPORT OF THIS QUERY (Please note with any query reasons must be provided and comparables if applicable - provide annexure if necessary)**

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**SECTION 6: SECTIONAL TITLE UNITS**

<b>SECTION 6: SECTIONAL TITLE UNITS</b>			
NAME OF MANAGING AGENT		TEL NO.	

**SIZE OF SECTION** (For Market Value queries, this section must be completed)

SHOPS		M <sup>2</sup>	GARAGE		M <sup>2</sup>
OFFICES		M <sup>2</sup>	STORAGE		M <sup>2</sup>
FACTORY/WAREHOUSE		M <sup>2</sup>	OTHER		M <sup>2</sup>
TOTAL SECTION EXTENT					M <sup>2</sup>

**TENANT AND RENT INFORMATION – ANNEXURE A**

NAME OF TENANT	SIZE	RENTAL EXCL VAT)	ESCALATION	OTHER CONTRIBUTIONS	TERM OF LEASE	START DATE
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MONTHLY LEVY	R
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**DETAILS OF EXCLUSIVE USE AREAS**

GARAGE		M <sup>2</sup>
CARPORT		M <sup>2</sup>
OPEN PARKING		M <sup>2</sup>
STORE ROOM		M <sup>2</sup>
GARDEN		M <sup>2</sup>
OTHER		M <sup>2</sup>

**COMMON PROPERTY CONSISTS OF:**

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

**ADVERSE FEATURES AND/OR FURTHER REASONS IN SUPPORT OF THIS QUERY** (Please note with any query reasons must be provided and comparables if applicable - provide annexure if necessary)


**SECTION 7: MARKET INFORMATION**

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET

WHAT IS THE ASKING PRICE?	R
OFFER RECEIVED	R
NAME OF AGENT	

IF YOUR PROPERTY HAS BEEN ON THE MARKET THE LAST 3 YEARS

WHAT WAS THE ASKING PRICE?	R
OFFER RECEIVED	R
TEL NO	

SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE COMPLAINANT IN DETERMINING THE MARKET VALUE OF PROPERTY QUERIED AGAINST

**NB – For Market Value Queries, at least one Comparable Sale must be provided as**

ERF/UNIT NO	SUBURB/SCHEME NAME	DATE OF SALE	SELLING PRICE

