



## ULHASNAGAR MUNICIPAL CORPORATION CITIZEN FACILITATION CENTRE

**SUBJECT:-** CHANGE OF NAME FOR THE PURPOSE OF PRIMARY  
LIABILITY TO PROPERTY TAX

Token Number (For Office Use)

Date:-

/ /

Citizen Identification Number

(If Citizen Identification Number is given, do not fill below Details)

**Applicant's Details:**

Last Name/ Surname	Name	Father/Husband's Name

**Details of Society (If Application from Society):**

Name Of Society:	
Designation	

**Address:**

Head	Information
House/Building/Soc. Name:	
Flat/Block/Barrack No.:	Wing/Floor:
Road/Street/Lane:	
Area/Locality/Town/City:	Taluka:
Pin code:	
Ward Committee No.:	1 [ ] 2 [ ] 3 [ ] 4 [ ]
Electrol Panel No.:	
Telephone No. (if any):	Contact Person:
Email Address (if any):	

**Information of Property:**

Head	Information
Type of Property (Please Tick [✓] as applicable)	[ ] Land [ ] Building [ ] Room [ ] Shop with Residence
Property Number (Computerized)	

**Necessary Particulars about above service:**

Head	Information
1 Insatrument / Document Registration Number	Date
2 Name of Vendor or Assignor	Surname Name Father / Husband's Name

3	Name of Purchaser or Assignee	Surname	Name	Father / Husband's Name
4	Description & Details about Property			
5	Khatta No. / Ward No. / Serial No. in Assessment Book.			

**Necessary Enclosures related to above application are as under**  
**(Please tick [ ✓ ] For Yes or tick [ × ] for No)**

Enclosures		Yes/No
1	Upto date Property Tax paid receipt	[    ]
2	Copy of sale deed along with Index – II Registered with Registrar of Assurance	[    ]
3	Conveyance Deed (CD)	[    ]
4	Change of Name effected by Sub Division officer Ulhasanagar	[    ]
5	Partition deed registered with Registrar of Assurance	[    ]
6	Gift deed registered with Registrar of Assurance	[    ]
7	Mortgage deed registered with Registrar of Assurance	[    ]
8	Lease deed registered with Registrar of Assurance	[    ]
9	Letter of Administration granted by court	[    ]
10	Unregistered Instrument attested by Notary /Executive Magistrate namely .....	[    ]
11	Any Other Documents	[    ]

I am aware that this is only a mutation of entry for the purpose of primary liability to tax and shall not be construed as transfer of title. Any mis-representation or fraudulent information contained in the notice would any time lead to cancellation of such entry without prejudice to the rights of prosecution.

Date : \_\_\_\_\_ Applicant’s Sign  
( \_\_\_\_\_ )

Price Re.1/-

No:

## Notice for “Transfer of Title of Property”

(When Transfer is to be effected due to execution of Instrument)  
(See rule 1, Chapter VIII of B.P.M.C. Act, 1949.)

To,  
Dy. Mpl. Commissioner (Tax)  
Ulhasnagar Municipal Corporation.

Sir,

I Shri/Smt. \_\_\_\_\_

residing at \_\_\_\_\_

hereby give notice for “Transfer of Title” as a person primary liable for payment of Property Tax in respect of below mentioned property as required under Rule 1 of Chapter VIII of B.P.M.C. Act, 1949.

1.	Name & Address of transferor.									
2.	Name & Address of transferee.									
3.	Address of the Property of which title is to be transferred.	Ulhasnagar-								
4.	Type of Construction	<table><tr><td>RCC</td><td><input type="checkbox"/></td><td>Gardier Tier</td><td><input type="checkbox"/></td></tr><tr><td>AC sheets (Bricks)</td><td><input type="checkbox"/></td><td>Thatched Hut (Mud)</td><td><input type="checkbox"/></td></tr></table>	RCC	<input type="checkbox"/>	Gardier Tier	<input type="checkbox"/>	AC sheets (Bricks)	<input type="checkbox"/>	Thatched Hut (Mud)	<input type="checkbox"/>
RCC	<input type="checkbox"/>	Gardier Tier	<input type="checkbox"/>							
AC sheets (Bricks)	<input type="checkbox"/>	Thatched Hut (Mud)	<input type="checkbox"/>							

		AC sheets <input type="checkbox"/> Open land <input type="checkbox"/> (Wood)
5.	Use of Property	Residential <input type="checkbox"/> Charitable <input type="checkbox"/> Commercial <input type="checkbox"/> Resi&Comm. <input type="checkbox"/> (Both)
6.	Khata & Ward No. Of Prop. As per Mpl. record	Khata No. _____ Ward No. _____ Sr.No. _____
7.	Documents enclosed for transfer of Title	1. Registered Instrument <input type="checkbox"/> 2. Index II <input type="checkbox"/>
8.	Date of Instrument	_____/_____/_____
9.	Amount of Consideration	Rs. _____/- (Rs.in words _____) _____
10.	Copy of Up-to-date Tax paid receipts enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Property Code (as per Mpl. record)	

Dt.: \_\_\_\_/\_\_\_\_/200\_\_\_\_

**Applicant's Signature**

Note: If the Instrument is unregistered, the notice will be treated as Void/ incomplete.

## Notice of Transfer of Property

As per the record of Ulhasnagar Municipal Corporations Property Number.....  
is in the name of Shri/Smt. \_\_\_\_\_

Details of Property are given below: -

Type of Property: - Land/Building/Flat/ Shop

Property Boundaries: -

East.....Property

West.....Property

North.....Property

South.....Property

❖ I Shri/Smt \_\_\_\_\_ have purchased the above  
said property through conveyance deed Registration No. .... date.....

❖❖ I Shri/Smt \_\_\_\_\_ have gained the above said  
property through rent/purchase/gift/ share of property/ willingness letter/In lieu of Land/  
donation/ hypothecation.

❖❖❖ I have declared as a legal heir of above said property as per the order given by  
\_\_\_\_\_ court, dated....., copy attached.

This notice is issued as per Ulhasnagar Municipal Corporation taxation rule in the Bombay  
Provisional Municipal Corporation Act 1949 under section 8(1) for the transfer of above said property in  
the name of Shri./Smt. \_\_\_\_\_.

Any objections to be raised for transfer of above mentioned property in the name of  
Shri./Smt. \_\_\_\_\_ and entered in the records of Municipal  
Corporation, should be submitted directly in writing with valid proof in the office of Assessor & Collector  
of Taxes, Ulhasnagar Municipal Corporation, Nr. Chopra Court, Ulhasnagar-3, within a span of 15 days  
from the date of publishing this notice.

Sd./-

(Applicant's Name and Address)

( Note: ❖, ❖❖, ❖❖❖ is applicable wherever necessary. )



## ULHASNAGAR MUNICIPAL CORPORATION CITIZEN FACILITATION CENTRE

SUBJECT:-

### CHANGE OF NAME FOR THE PURPOSE OF PRIMARY LIABILITY TO PROPERTY TAX

[CONSEQUENT TO DEMISE OF EARLIER RESPONSIBLE PERSON]

Token Number (For Office Use)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date:-

/ /

Citizen Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(If Citizen Identification Number is given, do not fill below Details)

#### Applicant's Details:

Last Name/ Surname	Name	Father/Husband's Name

#### Details of Society (If Application from Society):

Name Of Society:	
Designation	

#### Address:

Head	Information
House/Building/Soc. Name:	
Flat/Block/Barrack No.:	Wing/Floor:
Road/Street/Lane:	
Area/Locality/Town/City:	Taluka:
Pin code:	
Ward Committee No.:	1 [ ] 2 [ ] 3 [ ] 4 [ ]
Electrol Panel No.:	
Telephone No. (if any):	Contact Person:
Email Address (if any):	

#### Information of Property:

Head	Information
Type of Property (Please Tick [✓] as applicable)	[ ] Land [ ] Building [ ] Room [ ] Shop with Residence
Property Number (Computerized):	

#### Necessary Particulars about above service

Head	Information
1 Name (as entered in the Corporation record)	Surname Name Father/Husband's Name

2	Name (To be entered in corporation record)	Surname	Name	Father/ Husband's Name
3	Description & Details about Property			
4	Details of Khata No. / Ward No. / Serial No. of Property in Assessment Register.	Ward No	Serial No.	Khatta No.
5	Whether 15 days are completed after publication of advertisement in newspapers?	[ ] Yes [ ] No		

**Necessary Enclosures related to above application are enclosed as under.**  
**(Please tick [ ✓ ] for YES or tick [ ✕ ] for NO)**

Enclosures		Yes/No
1	Upto date Property Tax paid receipt	[ ]
2	Death Certificate of deceased Shri. / Smt. ....	[ ]
	Indemnity Bond & / Relinquishment of rights	[ ]
	Objection Notice published in the News paper	[ ]
3	Change of Name effected by Sub Divisional Officer, Ulhasnagar	[ ]
4	Heir ship Certificate issued by component court	[ ]
5	Registered Will	[ ]
6	Probate of Will	[ ]
7	Letter of Administration granted by court	[ ]
8	Any Other Documents	[ ]

I am aware that this is only a mutuatn of entry for the purpose of primary liability to tax and shall not be construed as transfer of title. Any mis-representation or fraudulent information contained in the notice would any time lead to cancellation of such entry without prejudice to the rights of prosecution.

Date :

Applicant's Sign  
( )

**Price Re.1/-**

**No:**

## **Notice for “Transfer of Title of Property”**

(When Transfer is to be effected due to execution of Instrument)  
(See rule 1, Chapter VIII of B.P.M.C. Act, 1949.)

To,  
Dy. Mpl. Commissioner (Tax)  
Ulhasnagar Municipal Corporation.

Sir,

I Shri/Smt. \_\_\_\_\_

residing at \_\_\_\_\_

hereby give notice for “Transfer of Title” as a person primary liable for payment of Property Tax in respect of below mentioned property as required under Rule 1 of Chapter VIII of B.P.M.C. Act, 1949.

1.	Name & Address of transferor.									
2.	Name & Address of transferee.									
3.	Address of the Property of which title is to be transferred.	Ulhasnagar-								
4.	Type of Construction	<table><tr><td>RCC</td><td><input type="checkbox"/></td><td>Gardier Tier</td><td><input type="checkbox"/></td></tr><tr><td>AC sheets (Bricks)</td><td><input type="checkbox"/></td><td>Thatched Hut (Mud)</td><td><input type="checkbox"/></td></tr></table>	RCC	<input type="checkbox"/>	Gardier Tier	<input type="checkbox"/>	AC sheets (Bricks)	<input type="checkbox"/>	Thatched Hut (Mud)	<input type="checkbox"/>
RCC	<input type="checkbox"/>	Gardier Tier	<input type="checkbox"/>							
AC sheets (Bricks)	<input type="checkbox"/>	Thatched Hut (Mud)	<input type="checkbox"/>							



		AC sheets <input type="checkbox"/> Open land <input type="checkbox"/> (Wood)
5.	Use of Property	Residential <input type="checkbox"/> Charitable <input type="checkbox"/> Commercial <input type="checkbox"/> Resi&Comm. <input type="checkbox"/> (Both)
6.	Khata & Ward No. Of Prop. As per Mpl. record	Khata No. _____ Ward No. _____ Sr.No. _____
7.	Documents enclosed for transfer of Title	3. Registered Instrument <input type="checkbox"/> 4. Index II <input type="checkbox"/>
8.	Date of Instrument	_____/_____/_____
9.	Amount of Consideration	Rs. _____/- (Rs.in words _____) _____
10.	Copy of Up-to-date Tax paid receipts enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Property Code (as per Mpl. record)	

Dt.: \_\_\_\_/\_\_\_\_/200\_\_\_\_

**Applicant's Signature**

Note: If the Instrument is unregistered, the notice will be treated as Void/ incomplete.

## Notice of Transfer of Property

As per the record of Ulhasnagar Municipal Corporations Property Number.....  
is in the name of Shri/Smt. \_\_\_\_\_

Details of Property are given below: -

Type of Property: - Land/Building/Flat/ Shop

Property Boundaries: -

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West.....Property

North.....Property

South.....Property

❖ I Shri/Smt \_\_\_\_\_ have purchased the above  
said property through conveyance deed Registration No. .... date.....

❖❖ I Shri/Smt \_\_\_\_\_ have gained the above said  
property through rent/purchase/gift/ share of property/ willingness letter/In lieu of Land/  
donation/ hypothecation.

❖❖❖ I have declared as a legal heir of above said property as per the order given by  
\_\_\_\_\_ court, dated....., copy attached.

This notice is issued as per Ulhasnagar Municipal Corporation taxation rule in the Bombay  
Provisional Municipal Corporation Act 1949 under section 8(1) for the transfer of above said property in  
the name of Shri./Smt. \_\_\_\_\_.

Any objections to be raised for transfer of above mentioned property in the name of  
Shri./Smt. \_\_\_\_\_ and entered in the records of Municipal  
Corporation, should be submitted directly in writing with valid proof in the office of Assessor & Collector  
of Taxes, Ulhasnagar Municipal Corporation, Nr. Chopra Court, Ulhasnagar-3, within a span of 15 days  
from the date of publishing this notice.

Sd./-

(Applicant's Name and Address)

( Note: ❖, ❖❖, ❖❖❖ is applicable wherever necessary. )



## ULHASNAGAR MUNICIPAL CORPORATION CITIZEN FACILITATION CENTRE

**SUBJECT:- EXTRACT OF PROPERTY**

Token Number (For Office Use)

Date:-

/ /

Citizen Identification Number

(If Citizen Identification Number is given, do not fill below Details)

**Applicant's Details:**

Last Name/ Surname	Name	Father/Husband's Name

**Details of Society (If Application from Society):**

Name Of Society:	
Designation	

**Address:**

Head	Information
House/Building/Soc. Name:	
Flat/Block/Barrack No.:	Wing/Floor:
Road/Street/Lane:	
Area/Locality/Town/City:	Taluka:
Pin code:	
Ward Committee No.:	1 [ ] 2 [ ] 3 [ ] 4 [ ]
Electrol Panel No.:	
Telephone No. (if any):	Contact Person:
Email Address (if any):	

**Information of Property:**

Head	Information
Type of Property (Please Tick [✓] as applicable)	[ ] Land [ ] Building
Property Number (Computerized):	

**Necessary Particulars about above service:**

Head	Information
1 Name of the Property Owner	Surname Name Father/ Husband Name

**Necessary Enclosures related to above application are enclosed as under.**  
(Please tick [✓] for YES OR tick [X] for NO)

Enclosures	Yes/No
1 Up-to-date receipt of tax bill paid	[ ]

## Declaration

I/We..... state on solemn affirmation that the above information is true and correct to the best of my/our knowledge. If the information given is found wrong then I/We shall be held legally liable for its consequences. I/We shall be liable to make use of those records only for the reasons mentioned here.

**Date:-**

**Applicant's Signature**

( )

**The document may please be delivered to:**

1. Self/Nominated Person [ ] a) C.F.C. [ ] b) Camp No. [ ]

Name of Nominated Person (\_\_\_\_\_)

2. By Post

a) U.P.C. [ ] b) Register A.D. [ ]

3. Courier [ ]

**(Not to be filled if address is same as above)**

**Correspondence Address:-**

Last Name/ Surname	Name				Father/Husband's Name			
House/Building/Soc. Name:								
Flat/Block/Barrack No.:				Wing/Floor:				
Road/Street/Lane:								
Area/Locality/Town/City:				Taluka:				
Pin code:								
Email Address (if any):								



## ULHASNAGAR MUNICIPAL CORPORATION CITIZEN FACILITATION CENTRE

**SUBJECT:- NO DUES CERTIFICATE OF PROPERTY TAX**

Token Number (For Office Use)

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Date:-

/ /

Citizen Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(If Citizen Identification Number is given, do not fill below Details)

**Applicant's Details:**

Last Name/ Surname	Name	Father/Husband's Name

**Details of Society (If Application from Society):**

Name Of Society:	
Designation	

**Address:**

Head	Information
House/Building/Soc. Name:	
Flat/Block/Barrack No.:	Wing/Floor:
Road/Street/Lane:	
Area/Locality/Town/City:	Taluka:
Pin code:	
Ward Committee No.:	1 [ ] 2 [ ] 3 [ ] 4 [ ]
Electrol Panel No.:	
Telephone No. (if any):	Contact Person:
Email Address (if any):	

**Information of Property:**

Head	Information
Town/City:	
Survey/Block/Barrack No.:	
C.T.S. No.:	
Part No./Sheet No.:	
Plot No./Unit No.:	
Property Number (Computerised):	

Necessary Enclosures related to above application are enclosed as under.

(Please tick [ ✓ ] for YES or tick [ ✗ ] for NO)

Enclosures	Yes/No
1 Up-to-date receipt of tax bill paid	[ ]

## Declaration

I/We..... state on solemn affirmation that the above information is true and correct to the best of my/our knowledge. If the information given is found wrong then I/We shall be held legally liable for its consequences. I/We shall be liable to make use of those records only for the reasons mentioned here.

**Date:-**

**Applicant's Signature**

( )

**The document may please be delivered to:**

1. Self/Nominated Person [ ] a) C.F.C. [ ] b) Camp No. [ ]

Name of Nominated Person (\_\_\_\_\_)

2. By Post

a) U.P.C. [ ] b) Register A.D. [ ]

3. Courier [ ]

**(Not to be filled if address is same as above)**

**Correspondence Address:-**

Last Name/ Surname	Name				Father/Husband's Name			
House/Building/Soc. Name:								
Flat/Block/Barrack No.:				Wing/Floor:				
Road/Street/Lane:								
Area/Locality/Town/City:				Taluka:				
Pin code:								
Email Address (if any):								



# ULHASNAGAR MUNICIPAL CORPORATION

## CITIZEN FACILITATION CENTRE

**SUBJECT:- DUPLICATE COPY OF PROPERTY TAX BILL**

Token Number (For Office Use)

Date:-

/ /

Citizen Identification Number

(If Citizen Identification Number is given, do not fill below Details)

### Applicant's Details:

Last Name/ Surname	Name	Father/Husband's Name

### Details of Society (If Application from Society):

Name Of Society:	
Designation	

### Address:

Head	Information
House/Building/Soc. Name:	
Flat/Block/Barrack No.:	Wing/Floor:
Road/Street/Lane:	
Area/Locality/Town/City:	Taluka:
Pin code:	
Ward Committee No.:	1 [ ] 2 [ ] 3 [ ] 4 [ ]
Electrol Panel No.:	
Telephone No. (if any):	Contact Person:
Email Address (if any):	

### Information of Property:

Head	Information
Type of Property (Please Tick [✓] as applicable)	[ ] Land [ ] Building
Property Number (Computerized)	

### Information of Land:

Head	Information
Town/City:	
Survey/Block/Barrack No.:	
C.T.S. No.:	
Part No.:	
Plot No./Unit No.:	
Property No. (Computerised):	

## Declaration

I/We..... state on solemn affirmation that the above information is true and correct to the best of my/our knowledge. If the information given is found wrong then I/We shall be held legally liable for its consequences. I/We shall be liable to make use of those records only for the reasons mentioned here.

**Date:-**

**Applicant's Signature**

( )

**The document may please be delivered to::**

1. Self/Nominated Person [ ]      a) C.F.C. [ ]      b) Camp No. [ ]

Name of Nominated Person (\_\_\_\_\_)

2. By Post

- a) U.P.C. [ ]      b) Register A.D. [ ]

3. Courier [ ]

**(Not to be filled if address is same as above)**

**Correspondence Address:-**

Last Name/ Surname	Name				Father/Husband's Name			
House/Building/Soc. Name:								
Flat/Block/Barrack No.:				Wing/Floor:				
Road/Street/Lane:								
Area/Locality/Town/City:				Taluka:				
Pin code:								
Email Address (if any):								





## ULHASNAGAR MUNICIPAL CORPORATION CITIZEN FACILITATION CENTRE

**SUBJECT:- NO DUES CERTIFICATE OF WATER TAX**

Token Number (For Office Use)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date:-

/ /

Citizen Identification Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(If Citizen Identification Number is given, do not fill below Details)

**Applicant's Details:**

Last Name/ Surname	Name	Father/Husband's Name

**Details of Society (If Application from Society):**

Name Of Society:	
Designation	

**Address:**

Head	Information
House/Building/Soc. Name:	
Flat/Block/Barrack No.:	Wing/Floor:
Road/Street/Lane:	
Area/Locality/Town/City:	Taluka:
Pin code:	
Ward Committee No.:	1 [ ] 2 [ ] 3 [ ] 4 [ ]
Electrol Panel No.:	
Telephone No. (if any):	Contact Person:
Email Address (if any):	

**Information of Property:**

Head	Information
Town/City:	
Survey/Block/Barrack No.:	
C.T.S. No.:	
Part No./Sheet No.:	
Plot No./Unit No.:	
Property Number (Computerised):	
Water Connection Number (Computerised):	

**(Please tick [ ✓ ] for YES or tick [ ✗ ] for NO)**

Last Name/ Surname	Name				Father/Husband's Name			
House/Building/Soc. Name:								
Flat/Block/Barrack No.:					Wing/Floor:			
Road/Street/Lane:								
Area/Locality/Town/City:						Taluka:		
Pin code:								
Email Address (if any):								