

Vadodara Municipal Corporation

Property Tax - FAQ's

- Q-1 Regarding occupation of property or change of use of property.
A-1 In those cases where tenants have vacated the property several years ago or owner has stopped using the property as non-resident and started using it for residential purposes. Owner has to apply regarding use or the occupancy or change.
- Q-2 Which parts of building are considered for the measurement of area for Carpet Area System.
A-2 The definition of Carpet Area is as follows –
“Carpet Area means the floor area of a building excluding the area on which a wall outer or inner is erected (according to Gujarat Act-399). Also the following parts can be taken into consideration.
(1) The lofts not included in the computation of FSI of a given building.
(2) Projected stair shall not be counted in carpet area.
(3) No tax shall be levied on a portion used for parking except on the parking space used as pay and park.
- Q-3 Regarding Location of the property.
A-3 **Location Factor** :- The city is divided in four classes taking into consideration the prevailing Market Value. The prevailing market value is decided on the base of “Jantry” publish by Govt. of Gujarat.
- Q-4 Exemptions for the property of Charitable institutions.
A-4 Exemption is significant limitations to Charitable Education as well as Medical Institution as prescribed in rules.
- Q-5 In case of vacant property, the request comes for reducing the Property Tax.
A-5 Tax can not be reduced in case of vacant property but according to GPMC Act, 1949 in case of vacant property, tax payer has to apply for treating the property as “Vacant” and at the end of the financial year he has to ask for refund of tax.
- Q-6 Request comes for treating the vacant commercial properties like Shop etc. as a residential property.
A-6 If the vacant property can be used for residential purpose the request of treating the property as residential may be considered but if it can not be used as residential property then the request cannot be accepted.
- Q-7 Representation comes for accepting the objection application against the property tax bill.
A-7 According to GPMC Act objection application can not be accepted against Property Tax bill. The tax payer can file a Tax Appeal in the court of law against the bill.

Q-8 Alike discount allowed for sheds in Industrial property tax calculation. The request comes for discount for the sheds in residential and commercial buildings.

A-8 As per rules no such discount can be given.

Q-9 What are the Compulsory registers/documents to be maintained by the corporation in relation to Property Tax?

A-9 Assessment book is maintained with the Ward Offices can be viewed by any tax payer during specified time period. These assessment books are kept open for the property holder every year in the month of April and the notice regarding this is published in the news papers in April. Within 15 days publishing of such notice in the newspaper, any tax payer can raise the objection regarding the assessment by submitting Objection Application to Appellate officer.

Q-10 Who are the key personnel of the Assessment Department?

A-10 Dy. Assessor & Tax Collector is the key person of Assessment Department.

Q-11 What is the procedure for registration of new property for assessment?

A-11 You need to submit applicable documents from the list given below along with Application/Form to Assessment Department.

- Building permission or Occupation/completion certificate
- Index copy or property card
- Allotment letter

In case of Co-operative Housing Society, the copy of Share Certificate & Resolution of Co-operative Housing Society may be submitted.

Q-12 Whom shall I contact, If I am not satisfied with the appraised of my property? (right from very preliminary level to higher level authority)

A-12 You have to give Objection Application to Appellate Officer through concerned Ward Office within 15 days from the date of receiving Special Notice. You can also give Objection Application within 15 days of publishing of the notice regarding opening of Assessment Book for the review (published in local newspaper, normally in the month of April). One can raise objection in the Civil Court if not satisfied with the judgment of Appellate Officer. In case property holder is not satisfied with Property Tax Bill, he/she can raise objection in the Civil Court by filing tax appeal.

Q-13 How is my property assessed if used for both residential and non-residential (commercial) use?

A-13 The residential portion is charged at residential rates and commercial portion is charged at commercial rates.

- Q-14 What if I don't received the bill, where to check if my bill has not been issued, where to get my duplicate bill?
- A-14 Respective Ward Office will help you in this regard. They will help you in checking out whether your bill has been issued or not and if issued, they will even help for giving information about the amount of the property tax, tenement number of your property. As a practice on advertisement describing end date for the payment of property tax bill is published in the local newspapers for the knowledge of the concerned property tax holders.
- Q-15 I have rented out the property. Can I receive the property tax Bill at a different mailing address at my risk?
- A-15 Yes, you can specify a different correspondence address.
- Q-16 Is there any provision to issue the demand bill in duplicate one for the tenant and one for the owner?
- A-16 There is no such provision. Corporation issues one demand bill and that to the owner.
- Q-17 What should I carry along with me for payment of Property Tax?
- A-17 Before you come to pay Property taxes at Ward Office, you need to take along the bill supplied to you by the corporation. You need to carry notice or warrant if at all issued in case you do not have these documents you can even carry old bill or receipts of payment. In the worst case if you have no such documents, you ought to know the Census no. Payment can be made by means of cash or cheque drawn on a local branch, preferably a MICR coded check.
- Q-18 Any guidelines for cheques, other do's and don'ts?
- A-18 Please make sure that the cheques you are submitting for payment to the Corporation are crossed 'Account Payee Only' and drawn in the name of Vadodara Municipal Commissioner. Please also write at the back of the cheque, your Census Number, Name, Telephone Number. Please retain the property tax bill and the receipt of the payment as it may be required for various purpose.
- Q-19 What if my cheque bounces? What are the consequences (both in monetary and non-monetary terms)?
- Following are the consequences if your cheque bounces;
18% simple interest and bank charges will be charged if the cheque is dishonored for any reason whatsoever.
You will receive a notice from the Ward Office regarding your cheque being dishonoured. You need to pay the dues including the bank charges in the specified time period. Failing so will invite legal action as per the section 138(B) of Negotiable Instrument Act and administrative charges of Rs.200.
- Q-20 What are the modes of payment for the bill? Are credit cards acceptable? Which?

A-20 You can pay your payment by cash, cheque (local), D.D., Credit cards are not acceptable.

Q-21 Who is responsible to pay property tax in case of rented proper – owner or tenant?

A-21 Owner is responsible for tax.

Q-22 What if the tenant has not paid Property Tax for several years and later on the vacates the property?

A-22 Owner is responsible so we have no concern with the tenant.

Q-23 What if, I don't pay my property tax in the specified time period, what is the penalty for the delay?

A-23 Penalty is charged @ 18% interest, 0.50% notice fee, 25% Education Cess.

Q-24 When does a property get listed out from assessment?

A-24 In the unfortunate case of fire, earthquake or such other calamity due to which the property remains unoccupiable or vanishes entirely. The residual open plot is still liable for these taxes.

Q-25 Long time unused/abandoned property : how about them?

A-25 The corporation is not concerned with whether the property is being used or not for a period of time. It is also not possible to keep track of occupancy of the property. So taxes are leviable till the property is in existence.

Q-26 What if the sale of property takes place somewhere in the middle of the year?

A-26 The person on whose name the tax bill is issued is liable for payment. The buyer and the seller may mutually decide the proportion to share. On sale of the property one needs to get the name changed in the Municipal records by submitting application for name transfer.

Q-27 What is the procedure to change the name for a property?

A-27 You need to submit following documents alongwith application for change of name (by filling appropriate application forms available from Ward Office).

- Copy of city survey
- Copy of Property Tax receipt
- Possession receipt
- Copy of sales deed / index
- NOC form the president of Co-op. Housing Society

Share Certificate issued by housing society or association.

In case of the property built before 1988, the NOC from Electricity Cell of Vadodara Municipal Corporation is required.