DDP
Property Valuation Experts

FORM B
PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL

MVS
Mass Valuation System

DIRECTIONS TO COMPLETE THE OBJECTION FORM

1. GENERAL BASIS OF VALUATIONS

The value of each property as it appears in the General Valuation Roll must be valued in terms of its Market Value which is defined as the amount the property would have realised if sold on the date of valuation in the open market by a willing seller to a willing buyer.

2. FACTORS, AMONGST OTHERS, THAT MAY LEAD TO THE DISMISSAL OF THE OBJECTION

- **Incomplete objection forms**
  Make sure that the objection form is completed in full as this form contains the minimum information for a valid objection.

- **Declaration page not signed**
  Attention is hereby drawn to section 42(2) of the act which states that where any document, information or particulars were not provided when required in terms of subsection 42(1) of the act and the owner concerned relies on such document, information or particulars in an appeal to an appeal board, the appeal board may make an order as to costs in terms of section 70 of the act if the appeal board is of the view that the failure to so have provided any such document, information or particulars has placed an unnecessary burden on the functions of the municipal valuer or the appeal board.

- **Incorrect property description**
  The property description as it appears on the Title Deed must be correctly entered on the objection form.

- **Indicating a percentage increase in value by comparing the previous value with the new value.**
  This is not a valid reason and does not serve as appropriate market evidence and will be rejected as an invalid objection. The objective is to determine market value as of the date of valuation.

- **Increase in, or affordability of Rates and Taxes**
  The determining of rates tariffs is administered through different legislation and does not form part of this objection process.

- **Insufficient market evidence to substantiate market value**
  It is required that the objector provide the necessary market evidence to support the required change in value.

- **Objection to multiple properties on one objection form**
  A separate objection form must be completed for each individual property.

- **Comparing the value of one property in the valuation roll to another property**
  This is not a valid reason and does not serve as appropriate market evidence and will be rejected as an invalid objection. The objective is to determine market value as of the date of valuation.

3. SUPPORTING DOCUMENTATION

It is highly advisable to attach the following documentation to the objection form. This will assist the valuer in making a more informed decision on the objection.

3.1. RESIDENTIAL PROPERTIES (Form A)

- Copy of building plan or layout plan with dimensions
- Any other supporting documentation

3.2. NON-RESIDENTIAL PROPERTIES (Form B)

- Certified Rent roll, property income schedule, and schedule of operating expenses
- Lease agreements
- Any other supporting documentation

3.3. AGRICULTURAL PROPERTIES (Form C)

- Copy of Title Deed
- Copy of Farm Map indicating the extent and location of the different land uses
- Surveyor General Diagram
- Water Entitlement Certificate
- Any other supporting documentation

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FORM B: PROPERTIES OTHER THAN RESIDENTIAL OR AGRICULTURAL (e.g. businesses, factories, offices, schools)

THE MUNICIPAL MANAGER

OBJECTION NO:

LODGING OF AN OBJECTION AGAINST A MATTER REFLECTED IN OR OMITTED FROM THE VALUATION ROLL FOR THE PERIOD

Erf / Portion / Unit No: Scheme Name:

SECTION 1.1: OBJECTOR INFORMATION

Registered Owner of Property:

Identity No: Company or C.C.Registration:

Physical Address of Owner: Code:

Postal Address of Owner: Code:

Telephone No: (Home) Telephone No: (Work)

Cell No: Fax No:

E-mail Address:

SECTION 1.2: OBJECTOR IS NOT THE OWNER OR MUNICIPALITY IS THE OBJECTOR

Name of Objector:

Identity No: Company or C.C.Registration:

Postal Address of Objector: Code:

Telephone No: (Home) Telephone No: (Work)

Cell No: Fax No:

E-mail Address:

STATUS OF OBJECTOR (e.g. Tenant, Pending Purchaser, Municipality, etc.)

SECTION 1.3: AUTHORISED REPRESENTATIVE OF THE OBJECTOR

Name of Objector:

Identity No: Company or C.C.Registration:

Postal Address of Objector: Code:

Telephone No: (Home) Telephone No: (Work)

Cell No: Fax No:

E-mail Address:

***IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED**

Erf / Unit No: Suburb / Scheme Name:

SECTION 2: PROPERTY DETAILS *(FOR SECTIONAL TITLES SEE SECTION 4)*

Physical Address: Code:

Extent of Property (m²):

Municipal Account Number:

Name of Bond Holder: Registered Amount of Bond:

PROVIDE FULL DETAILS OF ALL SERVITUDES, ROAD PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (If applicable)

Servitude No: Affected Area (m²):

In Favour Of:

For What Purpose:

Was Compensation Paid: **YES / NO**

If Yes, Date of Payment: Amount:

SECTION 3: DESCRIPTION OF BUILDINGS *(FOR SECTIONAL TITLES SEE SECTION 4)*

(Information under 3.1 to 3.4 to be supplied by means of Annexure as follows)

3.1 Tenant And Rent Information – Annexure A

Name of Tenant: Extent (m²):

Rental: (Exc VAT) Escalation: Other Contribution

Term of Lease: Start Date:

3.2 Schedule of Expenses Including: Municipal, Administration, Insurances, Security etc, - Annexure B

3.3 Statement of Income and Expenditure for Previous Financial Year – Annexure C

3.4 Building Size – Annexure D

Building Number Size (m²): Description: Condition:

3.5 If the property has not been developed to its highest and best use, indicated the extent of land that is available for further development.

OTHER FEATURES OF BUILDINGS (Provide Annexure E if necessary)

Erf / Unit No: Suburb / Scheme Name:

SECTION 4: SECTIONAL TITLE UNITS

Scheme No | Name of Scheme: | Door No: | Unit Size (m²):

Shops (m²): | Factories (m²):

Offices (m²): | Other (m²):

TENANT AND RENT INFORMATION - ANNEXURE A

Name of Tenant: | Extent (m²):

Rental: (Exc VAT) | Escalation: | Other Contribution:

Term of Lease: | Start Date:

COMMON PROPERTY CONSISTS OF: | **Detail of Exclusive Use Areas**

Monthly Levy: | Garage (m²):

Swimming Pool: | Carport (m²):

Tennis Court: | Open Parking (m²):

Other: | Store Room (m²):

Other: | Garden (m²):

SECTION 5: MARKET INFORMATION

Is your property currently on the market: **YES / NO** | Was your property on the market in the last 3 years:

Asking Price: (R) | Asking Price: (R)

Offer Received: (R) | Offer Received: (R)

Name of Agent: | Tel No:

Sale Transactions (of other properties in the vicinity) used by the objector in determining the market value of property objected to

Erf / Unit No	Suburb / Scheme Name	Date of Sale	Selling Price

SECTION 6: OBJECTION DETAILS

	Particulars As Reflected In The Valuation Roll	Changes Requested By Objector
Description of the Property / Unit No		
Category		
Physical Address / Door No / Flat No		
Extent		
Market Value		
Name of Owner		

Erf / Unit No: | Suburb / Scheme Name:

SECTION 7: DECLARATION

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42(1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AN ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO SO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR THE APPEAL BOARD.

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

DATE: _____ SIGNATURE: _____

OFFICIAL USE
SECTION 8: DECISION OF THE MUNICIPAL VALUER

Description of the Property / Unit No:	
Category:	
Physical Address / Door No / Flat:	
Extent:	
Market Value	
Name of Owner:	

REASON OF THE MUNICIPAL VALUER

Name of Municipal Valuer / Assistant Municipal Valuer*

**Delete whichever is not Applicable*

DATE: _____ SIGNATURE: _____

SECTION 9: NOTIFICATION OF OUTCOME

	SIGNATURE	DATE
VALUATION ADJUSTED		
OBJECTOR NOTIFIED		
OWNER NOTIFIED		
SECTION 52 (1) a (Where applicable)		

Erf / Unit No: _____ Suburb / Scheme Name: _____