



The Municipal Manager: Prince Albert Municipality

LODGING OF AN OBJECTION AGAINST ANY MATTER REFLECTED IN OR OMITTED FROM THE 2023 GENERAL VALUATION ROLL / SUPPLEMENTARY VALUATION ROLL

Notes for completing this form:

1. Complete a separate form for each property being objected to / A separate form must be completed for each sectional title unit objected to
2. The information requirements on this form are prescribed by law. **Failure to complete the objection form in its entirety may result in the objection being disqualified.**
3. The completed form must be returned to: **Post:** Private Bag X53, Prince Albert, 6930
4. Please note that no time extensions will be allowed for the submission of motivations to this dispute beyond the legislated dispute period.
5. **Please provide the following information if the property is an income producing property (e.g. office, industrial or retail property), regardless of whether the property is owner-occupied or held as an investment property:**
 - a. Audited annual income statement or budget closes to valuation date, i.e. 1 July 2022. If possible, please provide income statements for the three consecutive years prior to valuation date. If no audited financials can be provided, please provide the last three years' tax returns.
 - b. Tenancy schedule or rent roll report closest to valuation date (if available).

SECTION 1

1.0 PROPERTY INFORMATION:

		SPECIFY THE VALUATION ROLL BEING OBJECTED AGAINST	
VALUATION REFERENCE NUMBER		GENERAL VALUATION ROLL	
ERF NUMBER / UNIT NUMBER		SV REFERENCE NUMBER	
SUBURB / SCHEME NAME			
PHYSICAL ADDRESS			

1.2 OBJECTION CATEGORY (INDICATE REASON FOR OBJECTION)

INCORRECT VALUATION/ OMITTED PROPERTY			ADMINISTRATIVE QUERIES	
Is the valuation of the property incorrect? If yes, motivate below.	Y	N	INCORRECT OWNER NAME	
			INCORRECT RATING CATEGORY	
Was the property omitted from the valuation roll?	Y	N	INCORRECT RATEABLE EXTENT	
			INCORRECT PHYSICAL ADDRESS	
			INCORRECT POSTAL ADDRESS	
			RATES QUERY (pensioners rebate etc.)	

1.3 OBJECTOR INFORMATION:

OBJECTOR STATUS (SELECT ONE OF THE FOLLOWING)

OBJECTOR IS THE OWNER	OBJECTOR IS NOT THE OWNER	MUNICIPALITY IS THE OBJECTOR	AUTHORISED REPRESENTATIVE OF THE OBJECTOR (attach proof of authorisation)
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1.3.1 OBJECTOR / REPRESENTATIVE CONTACT DETAILS:

NAME OF OBJECTOR / REPRESENTATIVE			
IDENTITY NUMBER		COMPANY OR CC REGISTRATION NO.	
POSTAL ADDRESS		CODE	
TELEPHONE HOME		TELEPHONE WORK	
CELLPHONE		FAX	
EMAIL ADDRESS		I HEREBY AGREE AND CONSENT TO RECEIVE ALL NOTICES VIA EMAIL	Y N

SECTION 2

2.1 OBJECTION DETAILS:

OBJECTION TYPE	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY OBJECTOR
DESCRIPTION OF PROPERTY / UNIT NO.		
RATING CATEGORY		
PHYSICAL ADDRESS / DOOR NO. / FLAT NO.		
LAND EXTENT		
MARKET VALUE		
NAME OF OWNER		

ADVERSE FEATURES AND/OR OTHER REASONS IN SUPPORT OF THIS OBJECTION (ANNEXURES CAN BE PROVIDED). PLEASE PROVIDE MOTIVATION FOR INCORRECT VALUATION HERE.

ANNEXURE PROVIDED: (mark with X)	YES	NO	NO OF PAGES PROVIDED AS ANNEXURE: (mark 0 (zero) if none)
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SECTION 3

3.1 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 AND ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR APPEAL BOARD.

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

DATE	YEAR		MONTH		DAY	
NAME				SIGNATURE		

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

SECTION 4 – PROPERTY DETAILS

PHYSICAL ADDRESS:							CODE								
EXTENT OF PROPERTY:															
MUNICIPAL ACCOUNT NO.:															
NAME OF BOND HOLDER:															
REGISTERED AMOUNT OF BOND:															
FULL DETAILS OF ALL SERVITUDES, ROAD PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (if applicable):	SERVITUDE NO.					AFFECTED AREA	m ²								
	IN FAVOUR OF														
	FOR WHAT PURPOSE														
WAS COMPENSATION PAID:	YES		NO		DATE OF PAYMENT (IF YES)	Y	Y	Y	Y	D	D	M	M	AMOUNT	R

SECTION 5 – SECTIONAL TITLE UNITS

UNIT NO.		NAME OF SCHEME		FLAT/DOOR NO.		UNIT SIZE	m ²
NAME OF MANAGING AGENT					TEL NO.		
MONTHLY LEVY	R						

PRIMARY USE OF UNIT (INDICATE A NUMBER OF TICK YES/NO IN APPROPRIATE BOX)

SHOPS	m ²	OTHER -		m ²
OFFICES	m ²	OTHER -		m ²
FACTORIES	m ²	OTHER -		m ²

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

GARAGE	DETAILS OF UNIT / EXCLUSIVE USE AREA:	m ²
CARPORT		m ²
OPEN PARKING		m ²
STORE ROOM		m ²
GARDEN		m ²
OTHER		m ²
	UNIT (tick)	EXCL USE (tick)
		SIZE (provide extent)

SECTION 6 – MARKET INFORMATION

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET WHAT IS THE ASKING PRICE	R	OFFER RECEIVED	R
IF YOUR PROPERTY HAS BEEN ON THE MARKET IN THE LAST 3 YEARS, WHAT WAS THE ASKING PRICE	R	OFFER RECEIVED	R
NAME OF AGENT		TEL NO.	

SALE TRANSACTIONS USED BY THE OBJECTOR IN DETERMINING THE MARKET VALUE OF THE PROPERTY OBJECTED TO (IF INSUFFICIENT SPACE PROVIDE ANNEXURE F):

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

SECTION 7 - DESCRIPTION OF BUILDING (FOR SECTIONAL TITLE SEE SECTION 5)

(INFORMATION UNDER 7.1 TO 7.4 TO BE SUPPLIED BY MEANS OF ANNEXURES AS FOLLOWS)

7.1 - 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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7.2 - SCHEDULE OF EXPENSES INCLUDING: MUNICIPAL, ADMINISTRATION, INSURANCES, SECURITY ETC. – ANNEXURE B

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

7.4 – BUILDING SIZES – ANNEXURE D

BUILDING NO.	SIZE m ²	DESCRIPTION e.g. used as a shop, office etc.	CONDITION
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7.5 – 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 m²

OTHER FEATURES OF BUILDINGS: (PROVIDE ANNEXURE E IF NECESSARY)

BY LODGING THIS APPLICATION, I AGREE AND CONSENT THAT THE CITY OF CAPE TOWN MAY FURTHER PROCESS MY PERSONAL INFORMATION (INCLUDING SPECIAL PERSONAL INFORMATION) FOR THE PURPOSES OF RESOLVING THIS MATTER OR ANY MATTER AS DESCRIBED AND OUTLINED IN THE MUNICIPAL PROPERTY RATES ACT 6 OF 2004 AND THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013.

KINDLY NOTE: IF YOU ARE ACTING ON BEHALF OF THE OWNER IN ANY CAPACITY, BY SIGNING, YOU CONFIRM THAT YOU HAVE THE WRITTEN/RECORDED AUTHORITY AND/OR MANDATE TO ACT ON THEIR BEHALF.