



**APPLICATION FOR RECONSIDERATION OF VALUATION DUE TO CHANGE OF OCCUPANCY
(When tenant/lessee moves in)**

- Please use block letters only and fill in all relevant information. Attach separate sheets wherever space is inadequate.
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- Please quote your Assessee No. for all Correspondences.
- Please attach a copy of the last paid Property Tax Bill.
- The downloadable form A-75-2 is available on the site www.kolkatamycity.com

ACKNOWLEDGEMENT	
For Office use only	
Receipt No.	Date
.....
Seal and Signature of Receiving Official	

1. Name of applicant				
2. Assessee number				
3. Ward number				
4. Present Address				
(Flat No./Room				
No./House No./Suite				
No./Premises No., Floor				
No., Road, Locality,				
Prominent landmark,				
Village/Town, District,				
State/Union territory, in that order)				
5. Address of communication (if not same as above)				
6. Telephone: (i) Office		(ii) Residence		
(iii) Mobile				
7. e-mail ID				
8. Measurement of Premise (in sq.ft.):				
Total land area including the building/flat				
Total covered area on which the premises/flat/portion is situated				

UNDERTAKING

I/We agree, declare and undertake that the premises/flat on thefloor of the premises is now let out to Sri/Mr./Ms.-----. In case of any subsequent change in use or nature of use of the premises or portion of the premises referred to above, I/We shall inform in writing to the Municipal Commissioner within fifteen days of such change and also submit a return in accordance with section 182 of the KMC Act, 1980.

In case of omission to inform the Municipal Commissioner as aforesaid the Municipal Commissioner shall be at liberty to revise the assessment of the premises or portion thereof in accordance with section 180 read with section 192 of the KMC Act, 1980, with effect from the date of this declaration.

Signature of the Owner/Lessee/Hut
Owner/Person liable to pay tax