



MUNICIPAL CORPORATION, KARIMNAGAR

APPLICATION FOR OBTAINING TRANSFER OF OWNERSHIP OF PROPERTY IN ASSESSMENT REGISTER

APPLICATION NO:

A. Applicant Particulars

1. Name of the Applicant
2. Father's / Husband Name
3. Postal Address of the Applicant
4. Contact No
5. PTI No/Assessment No

B. PURCHASE PARTICULARS

1. Address of the premises seeking transfer of property	
2. Name & Address of the existing property owner (Seller)	
3. Date of purchase of the premises	
4. Document details	Gift Deed Regd. Sale Deed <input type="checkbox"/> Partition Deed <input type="checkbox"/> Will Deed
5. In case of Death	Death Certificate / Succession Certificate / Legal Heir Certificate

4A. Link Document details

C. Property Particulars

Details of property for which the applicant seeking transfer of property	
1. House Number	
2. PTIN No/Assessment No	
3. Plot area	
4. Constructed area	
5. Yearly amount of tax	
6. Property Tax paid up to	
7. Receipt No. and Date	

8. Mutation Fee @ ____% of the Document value where it is registered	Depending on mode of payment
9. Mutation Fee @ ____% of the Market Value where the Mutation Based on Will Deed / Succession Certificate / Legal Heir Certificate etc. (Submit latest market value certificate from the competent authority)	Demand Draft No. _____ Dated _____ Drawn on _____ (Bank)

Applicant Undertaking :

I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies I will be held responsible. Hence, I request you to Transfer the property in my name basing on the documentary evidences.

Date :

Applicant's Signature

List of Enclosures:

1. Notice of transfer under (Form I & FORM 2) duly signed by both the vendor and vendee.
2. Attested copies of property documents and link documents.
3. Latest encumbrance certificate
4. Non-Judicial stamp paper for Rs.____ for each copy of document
5. Undertaking on Notarized Affidavit cum indemnity bond on Rs.____ stamp paper
6. Up to date Property tax receipt.
7. Copy of death certificate / Succession Certificate / Legal Heir Certificate (in case of succession)
8. Mutation Fee @ ____% of the document value

Office Use Only

I have verified the application and the enclosures and the application qualifies for further verification. Thereby it is requested to collect the processing fees of Rs. _____.

Service Centre Executive.

Fee particulars (proposal)

1. For all the municipalities, the fee should be @ ____ of sale value.
2. For all the municipal corporations, the fee should be @ ____% of sale value.
3. In case of succession the levy should be on land value to avoid complications in determining the value.

Municipal Corporation Karimangar

HOW TO OBTAIN TITLE TRANSFER PROCEEDINGS OR SUB DIVISION OF PROPERTY WITHIN 15 DAYS?

List of Documents submitted for Transfer / Sub-Division in case of Sale-deed

1. Application for Transfer with Rs. 5/- Court Fee Stamp affixed on it.
 2. Copy of Sale-deed duly attested by Gazetted Officer.
 3. Copy of Link Document duly attested by Gazetted Officer.
 4. Indemnity Bond on Rs. 20/- Stamp Paper.
 5. Copy of up-to-date Property Charges paid receipt.
 6. Copy of up-to-date Water Tax paid receipt.
 7. Copy of latest Encumbrance Certificate
- An application to the Municipal Commissioner on Prescribed Format along with above mentioned documents has to be handed over in the MeeSeva Center.
- The Assistant incharge of MeeSeva Center will give a receipt in token of having received Title Transfer of Property application along with enclosures duly mentioning the date and time for issuing Title Transfer Proceedings. The requisite mutation fee shall be remitted at the time of application.
- **If a part of the building or plot has been purchased, Sub-division of Property will be allowed on the name of the purchaser for the portion purchased as per the procedure explained above, duly levying the Property Tax separately on buildings/plots/building-cum-plot.**

- The applicant can approach the Municipal Commissioner in the matter if the Title Transfer Proceedings are not received within the due date.
- Compensation will be paid @ Rs.50 per day to the applicant towards loss of their valuable time for the delay caused in this matter.

WHAT IS A TRANSFER OF PROPERTY IN MUNICIPAL RECORDS

Note:-

- **Mutation is the recording of a transfer of title of property from one person to another in the Municipal records. The mutation in the municipal records is for the purpose of payment of Property Tax only, and it does not mean a legal title for the person in whose name the property has been mutated in the municipal records.**