

KAMIESBERG MUNICIPALITY

LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, ACT 2000 (6 OF 2000)
GENERAL VALUATION ROLL 2019

SECTION 78(1) VALUATION REVIEW REQUEST

VALUATION REVIEW REQUEST B - COMMERCIAL

REFERENCE NUMBER

Municipal Use

MUNICIPAL DATE STAMP

A VALUATION REVIEW MAY BE LODGED WITH THE MUNICIPAL MANAGER AGAINST ANY MATTER REFLECTED IN OR OMITTED FROM THE ROLL. A VALUATION REVIEW REQUEST MUST BE IN RELATION TO A SPECIFIC INDIVIDUAL PROPERTY AND NOT AGAINST THE VALUATION ROLL AS SUCH.

PLEASE NOTE: THE VALUATION REVIEW PROCESS IS LIMITED TO THE MATTERS REFLECTED IN OR OMITTED FROM THE ROLL. ALL RATES AND TAXES ISSUES, MUST BE DIRECTED TO THE MUNICIPALITY AND CAN UNFORTUNATELY NOT BE ADMINISTERED IN TERMS OF THIS PROCESS.

THIS VALUATION REVIEW REQUEST FORM CONTAINS THE MINIMUM INFORMATION TO BE CAPTURED FOR A VALID REVIEW REQUEST.

SECTION A

REGISTERED PROPERTY DESCRIPTION

| | | | | | |
|------------|--|---------|--|----------|--|
| ERF NUMBER | | PORTION | | TOWNSHIP | |
|------------|--|---------|--|----------|--|

| | | | |
|-----------------------|--|-------------|--|
| SECTIONAL SCHEME NAME | | UNIT NUMBER | |
|-----------------------|--|-------------|--|

SECTION B

INFORMATION OF THE REGISTERED OWNER

| | | | |
|------|--|---------|--|
| NAME | | SURNAME | |
|------|--|---------|--|

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|-----------|--|
| ID NUMBER | |
|-----------|--|

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|-----------------|--|
| COMPANY / TRUST | |
|-----------------|--|

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|----------------|--|--------|--|------|--|
| POSTAL ADDRESS | | SUBURB | | CODE | |
|----------------|--|--------|--|------|--|

| | | | |
|----------------|--|------|--|
| STREET ADDRESS | | CODE | |
|----------------|--|------|--|

| | |
|-------|--|
| EMAIL | |
|-------|--|

| | | | |
|--------------------|--|-----|--|
| CONTACT NUMBER (H) | | (W) | |
|--------------------|--|-----|--|

| | | | |
|--------------------|--|-----|--|
| CONTACT NUMBER (C) | | FAX | |
|--------------------|--|-----|--|

SECTION C

INFORMATION OF APPLICANT OR REPRESENTATIVE

| | | | |
|------|--|---------|--|
| NAME | | SURNAME | |
|------|--|---------|--|

| | |
|-----------|--|
| ID NUMBER | |
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|----------------|--|--------|--|------|--|
| POSTAL ADDRESS | | SUBURB | | CODE | |
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| EMAIL | |
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| CONTACT NUMBER (W) | | CELL | |
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IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED AS ANNEXURE A

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| SECTION D | DESCRIPTION OF IMPROVEMENTS |
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A copy of the approved building plans must be attached to this request form. If it is a Sectional Title property objected to, the Sectional Title Register must be attached. Attach as **ANNEXURE B**

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| GENERAL DESCRIPTION OF IMPROVEMENTS | |
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| SECTION E | LEASE AGREEMENTS |
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|-----------------------------------|-----|----|-----------|
| IS THIS A OWNER OCCUPIED PROPERTY | YES | NO | PARTIALLY |
|-----------------------------------|-----|----|-----------|

Complete the table below, should more space be required, attach as **ANNEXURE C**. Copies of lease agreements must be **certified** and must be attached to this review form as **ANNEXURE D**. All amounts detailed below must be **VAT EXCLUDED**.

| NAME OF TENANT | LEASE EXTENT | LEASE AMOUNT | OTHER INCOME | LEASE START DATE | LEASE END DATE | TERM | ESCALATION |
|----------------|--------------|--------------|--------------|------------------|----------------|------|------------|
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| SECTION F | FILLING STATIONS |
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The following documents must be attached as **ANNEXURE E**: a) Three years of audited statements b) Three years of audited statements of fuel and Diesel sales. c) Certified head- and sub- lease agreements.

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| FUEL COMPANY | |
| OPERATOR | |
| AVERAGE FUEL SALES OVER THE PAST THREE YEARS | |
| AVERAGE DIESEL SALES OVER THE PAST THREE YEARS | |

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| SECTION G | GUESTHOUSES AND OTHER HOSPITALITY PROPERTIES |
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The following document must be attached as **ANNEXURE F**, a) Three years audited financial statements

| | | | | |
|--|--------|---|--------|---|
| NAME OF GUEST HOUSE / LODGE | | | | |
| NUMBER OF RENTABLE ROOMS | SINGLE | | DOUBLE | |
| PRICE PER ROOM | SINGLE | R | DOUBLE | R |
| RECEPTION FACILITIES - MAX CAPACITY | | | | |
| NUMBER OF RECEPTION / CONFERENCE ROOMS | | | | |
| PRICE PER RENTING OF RECEPTION / CONFERENCE FACILITY | | | R | |

Indicate which items are included and excluded from price. All prices must be stated as **VAT EXCLUDED**

| | |
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| | |
| AVERAGE OCCUPATION OF ROOMS | % based over 365 days |
| AVERAGE OCCUPATION OF RECEPTION / CONFERENCE | % based over 365 days |

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| SECTION H | PROPERTY OPERATING EXPENCES |
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Complete the table below and attach the following documents as **ANNEXURE G**: a) Rates and Taxes account. b) proof of expenditure by means of invoices and agreements.

| ITEM DESCRIPTION | COST PER MONTH |
|-----------------------|----------------|
| RATES AND TAXES | R |
| PROPERTY INSURANCE | R |
| SECURITY | R |
| CLEANING SERVICES | R |
| MANAGEMENT FEES | R |
| REPAIRS & MAINTENANCE | R |
| OTHER_1: | R |
| OTHER_2: | R |
| OTHER_3: | R |

| ITEM DESCRIPTION | COST PER MONTH |
|------------------------|----------------|
| OTHER_4: | R |
| OTHER_5: | R |
| OTHER_6: | R |
| OTHER_7: | R |
| OTHER_8: | R |
| OTHER_9: | R |
| OTHER_10: | R |
| OTHER_11: | R |
| TOTAL PER MONTH | R |

VALUATION REVIEW REQUEST FORM B - COMMERCIAL

REFERENCE NUMBER

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Comparable sales / rentals must be completed below as a comparison to the subject property;

| ERF NUMBER | PORTION | PURCHASE PRICE | PURCHASE DATE | EXTENT | SS SCHEME NAME AND UNIT NUMBER |
|------------|---------|----------------|---------------|--------|--------------------------------|
| | | | | | |

Describe the sale / rental with specific reference to lease information, operating expenses and related information

| ERF NUMBER | PORTION | PURCHASE PRICE | PURCHASE DATE | EXTENT | SS SCHEME NAME AND UNIT NUMBER |
|------------|---------|----------------|---------------|--------|--------------------------------|
| | | | | | |

Describe the sale / rental with specific reference to lease information, operating expenses and related information

| ERF NUMBER | PORTION | PURCHASE PRICE | PURCHASE DATE | EXTENT | SS SCHEME NAME AND UNIT NUMBER |
|------------|---------|----------------|---------------|--------|--------------------------------|
| | | | | | |

Describe the sale / rental with specific reference to lease information, operating expenses and related information

| ERF NUMBER | PORTION | PURCHASE PRICE | PURCHASE DATE | EXTENT | SS SCHEME NAME AND UNIT NUMBER |
|------------|---------|----------------|---------------|--------|--------------------------------|
| | | | | | |

Describe the sale / rental with specific reference to lease information, operating expenses and related information

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| SECTION K | GENERAL VALUATION |
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Provide, in the table below, the suggested changes to the General Valuation Roll;

| DESCRIPTION | INFORMATION AS REFLECTED IN THE VALUATION ROLL | SUGGESTED CHANGES REQUESTED BY THE APPLICANT |
|-----------------------|--|--|
| ERF NUMBER | | |
| PORTION | | |
| TOWNSHIP | | |
| SECTIONAL SCHEME NAME | | |
| SECTION NUMBER | | |
| DOOR NUMBER | | |
| PROPERTY CATEGORY | | |
| ERF EXTENT | m ² | m ² |
| MARKET VALUE | R | R |
| REGISTERED OWNER | | |

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| SECTION L | 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

HEREWITH DECLARE THAT THE INFORMATION PROVIDED IN THIS REVIEW REQUEST IS TRUE AND CORRECT

| | | |
|------|-------|-----|
| | | |
| YEAR | MONTH | DAY |

SIGNATURE OF APPLICANT

| ANNEXURE | ANNEXURE DESCRIPTION | ATTACHED | |
|----------|--|----------|----|
| | | YES | NO |
| A | REPRESENTATIVE - CERTIFIED DOCUMENT | | |
| B | APPROVED BUILDING PLANS AND / OR SECTIONAL REGISTER | | |
| C | RENTAL SCHEDULE | | |
| D | CERTIFIED COPIES OF LEASE AGREEMENTS | | |
| E | FILLING STATION- (a) AUDITED FINANCIAL STATEMENTS (b) CERTIFIED FUEL AND DIESEL SALES OVER THE PAST THREE YEARS (c) CERTIFIED HEAD- AND SUB-LEASE AGREEMENTS | | |
| F | AUDITED FINANCIAL STATEMENTS | | |
| G | GUESTHOUSE / LODGE AUDITED FINANCIAL STATEMENTS | | |
| H | ADDITIONAL REASONS FOR OBJECTION | | |

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| SECTION M | OFFICE USE |
|-----------|------------|

DECISION OF VALUER

| DESCRIPTION | DECISION OF VALUER |
|-----------------------------|--------------------|
| ERF NUMBER | |
| PORTION | |
| TOWNSHIP | |
| SECTIONAL TITLE SCHEME NAME | |
| SECTION NUMBER | |
| DOOR NUMBER | |
| PROPERTY CATEGORY | |
| ERF EXTENT | m ² |
| MARKET VALUE | R |
| REGISTERED OWNER | |

| |
|---------------------|
| REASON FOR DECISION |
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| DESCRIPTION | COMMENT | DATE |
|--------------------|---------|------|
| VALUATION ADJUSTED | | |
| APPLICANT NOTIFIED | | |
| OWNER NOTIFIED | | |

| | |
|--------------------------|--|
| NAME OF MUNICIPAL VALUER | |
|--------------------------|--|

| | |
|------------------------------|--|
| REGISTRATION NUMBER (SACPVP) | |
|------------------------------|--|

| | | |
|------|-------|-----|
| YEAR | MONTH | DAY |
|------|-------|-----|

SIGNATURE OF VALUER