



**VIJAYAWADA MUNICIPAL CORPORATION**  
**SELF ASSESSMENT FORM FOR LEVY OF PROPERTY**  
**TAX. VLT..**

(To be Submitted by owner in accordance with the Sec.213 of Municipal Corporation)

Door No	Full Name of the owner & Address	Assessment No.	Existing Tax	Address for onward Dispatch of Bill
1	2	3	4	5

**Floor wise details of the Building**

Floor No.	Year of completion of the building or Age of the Building	Type of Roof	Type of Flooring	Type of wood	Type of walls
1	2	3	4	5	6

**Facilities provided in the building**

Electricity Connection	Water tap Connection (No.s should be noted)	No. of Drainage closets	Details of appurtenant site adjacent to the building (Vacant land)
1	2	3	4
Yes <input type="checkbox"/>			
No <input type="checkbox"/>			

**Detail of the occupation**

Name of the occupant	Owner/ Tenant	Type of Construction	Plinth area of every structure (in sq.mts)	Usage
1	2	3	4	5

Signature of the Owner  
(P.T.O)

## Declaration of the owner Given before Commissioner

I \_\_\_\_\_ S/o/W/o \_\_\_\_\_  
\_\_\_\_\_ Resident of street name \_\_\_\_\_  
Dr.No. \_\_\_\_\_ Asst.No. \_\_\_\_\_, solemnly affirm that the property bearing  
HT/VLT Asst.No. \_\_\_\_\_ is owned by me and the details furnished in the self  
assessment form is true to the best of knowledge and belief . I shall abide with the rental  
values imposed by the competent authority and I shall responsible for the authenticity of  
the information so given and shall abide with the penal action to be initiated by VMC in  
accordance with the Act against me if the information given by me is found false in future  
and I hereby promise that the difference of Tax if any shall be paid by me from the  
retrospective date .

Vijayawada  
Date..... 200

Signature of the owner  
(in block letter)

Witness :

- 1)
- 2)

### **A few important Guide Lines**

- 1) “Plinth Area” defines that the length and breadth of the building shall be taken as measurements from the outer end of the basement walls of the building .
- 2) “ The total plinth area of the building ” defines that the area of cellar, Ground floor and all other floors of the building is considered as total plinth area the building .

### **3) Suggestions in Calculating the Plinth area :**

Structures projecting out side from the basement walls like Portico, Balcony, Sun shade, Stair Cases such as other constructions need not be considered in calculation of plinth area.

### **4) Usage and classification of Building :**

- a) Residence
- b) Shops, Shopping Complexes
- c) Public Usage : Office Complexes, public and private office, banks and Educational Institutions
- d) Public Usage : Hospitals, Nursing Homes
- e) Commercial : Hotels, Restaurants , Lodgings, Godowns and other Institutions.
- f) Industries : Factories, Mills, Work shops and other Industries.
- g) Cinema Theaters
- h) Others : Function Halls, Community Halls, Auditorium, Chamber of Commerce, Indian Medical Associations, Rotary Club, Lions Club, Recognized Party Offices, Voluntary Organizations, Trusts, Orphan Child Destitute, Trade Union Offices, Youth & Women welfare offices and all other buildings which are not mentioned in the above list of usage and classification.