



ASSESSMENT –COLLECTION DEPARTMENT  
THE KOLKATA MUNICIPAL CORPORATION  
5, S.N.BANERJEE ROAD  
KOLKATA – 700 013

Premises No. and Name of the Street/Road/Lane .....

..... Ward No. ....

Assessee No .....

Name / Names of Owner / Occupier / Lessee / Lessor / Person Liable to Pay Tax (in full)

Mailing Address .....

List of collected data / statement for revaluation (6-yearly) for G/R-2/05-06 related to  
Land/building/flat/commercial premises :

(1) Status of Premises :

(a) Area of total vacant land .....

(b) Area of tank/pond within land .....

(c) Area of total land including pond/tank .....

(2) Details of Premises/Flat/Portion :

(a) Measurement/Area of total land including building/flat .....

(b) Total area of premises/flat (on which the portion is situated) .....

(c) Date of completion of building/flat .....

(3) Measurement of Premises/flat (in sq.ft.) :

(a) Pacca premises/flat with R.C.C. Roof .....

(b) Pacca building / premises / flat or covered with tin/asbestos/premises/flat built with bamboo

(4) No. of Storied .....

(5) In case of flat/portion, nos. of floors or mother premises .....

Total no. of flat ..... Garage ..... Shop .....

Office ..... Showroom .....

[For Inspector]

(6) No. of flat & floor no. (in which the flat of assessee situated & flat no.) .....

(7) Floor wise description of assessee's flat/portion/premises (in sq.ft/sq.mt) : .....

Description :

Details of bedroom/drawing room/drawing-cum-dining room/lobby/kitchen/stair room/bathroom/  
store/balcony/lift/stair/garage/car parking space .....

(1) No. of Area of Shop/Showroom/Office/Commercial portion including area .....

(2) Assessee's rental status (Description in details) .....

Flat ..... Office ..... Shop .....

Factory ..... Garage ..... of

If it is partly/fully rented.

(a) No. of Tenants .....

(b) Name of Tenants .....

(c) Details of Monthly Rent .....

(d) Details of status of each Tenants :

Floor No ..... Flat No. ....

(10) For determination of Commercial Surcharge details of premises/Flat/portion .....

Non-Residential/Commercial/Nursing Home/Bank/Hospital/Shop/Showroom/Factory/Guest House/  
Cinema Hall/Educational Centre/Ceremonial House.

Status and Name in details (including Statement) .....

.....  
Full Name of Owner / Assessee

.....  
Full Name of Inspector with signature