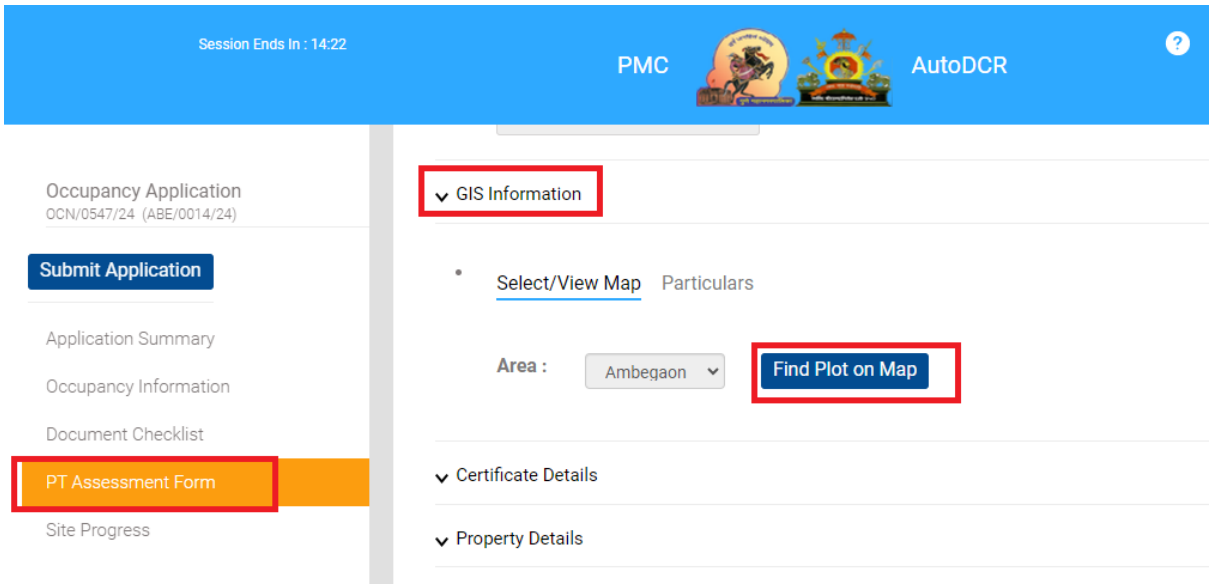
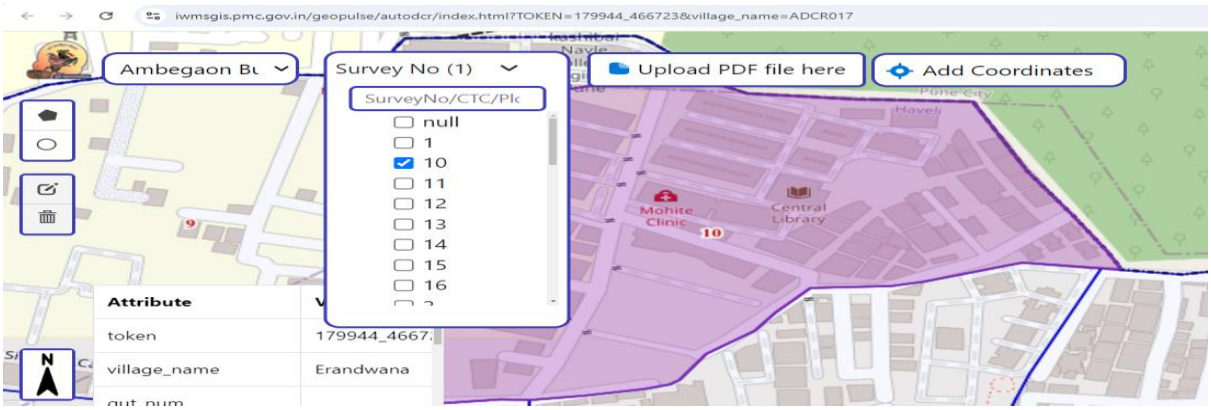
Property Tax Assessment Form- Help manual (For New Fatures)

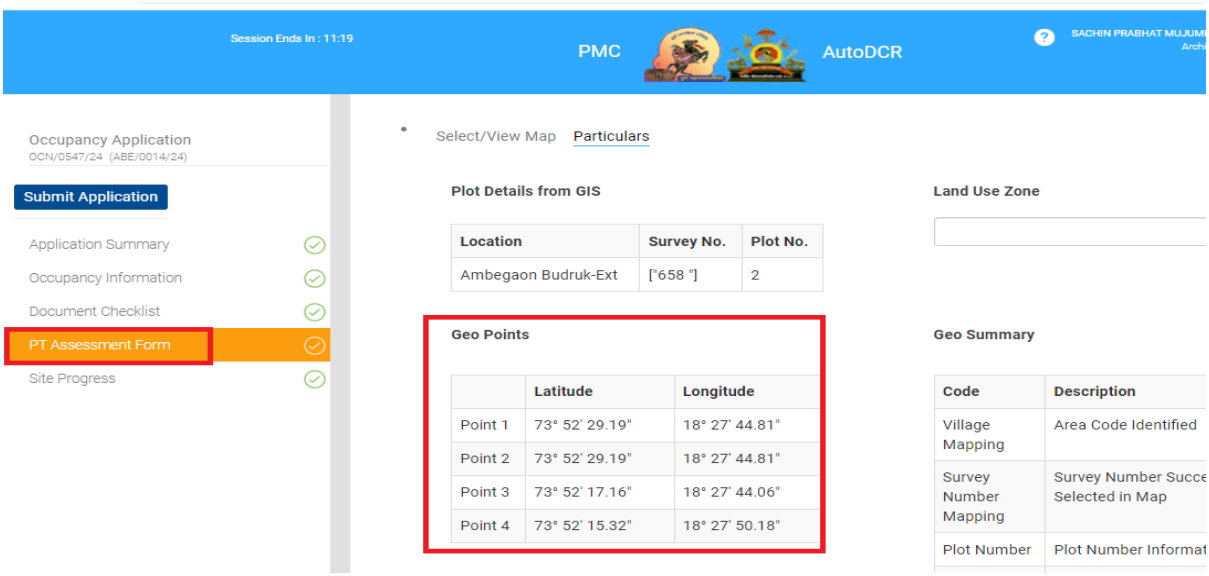
''As per Pune Municipal corporation suggested, new changes made in Property tax assessment form in Occupancy application".

1) If latitude and longitude not available in occupancy application user can add Lat-long details by using 'Find plot on Map'.

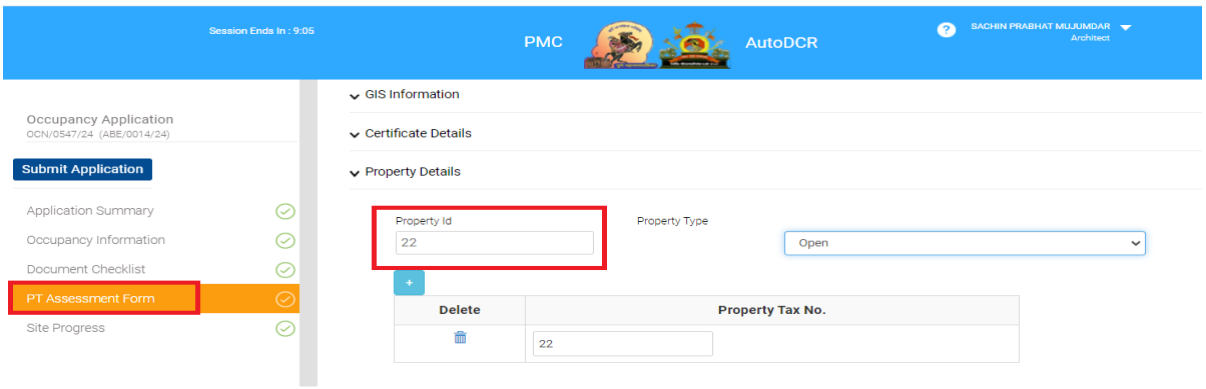


2) Once click on 'Find Plot on Map' GIS map will be open and you can draw plot polygon on map, latitude and longitude details will be reflect in 'GIS information'.

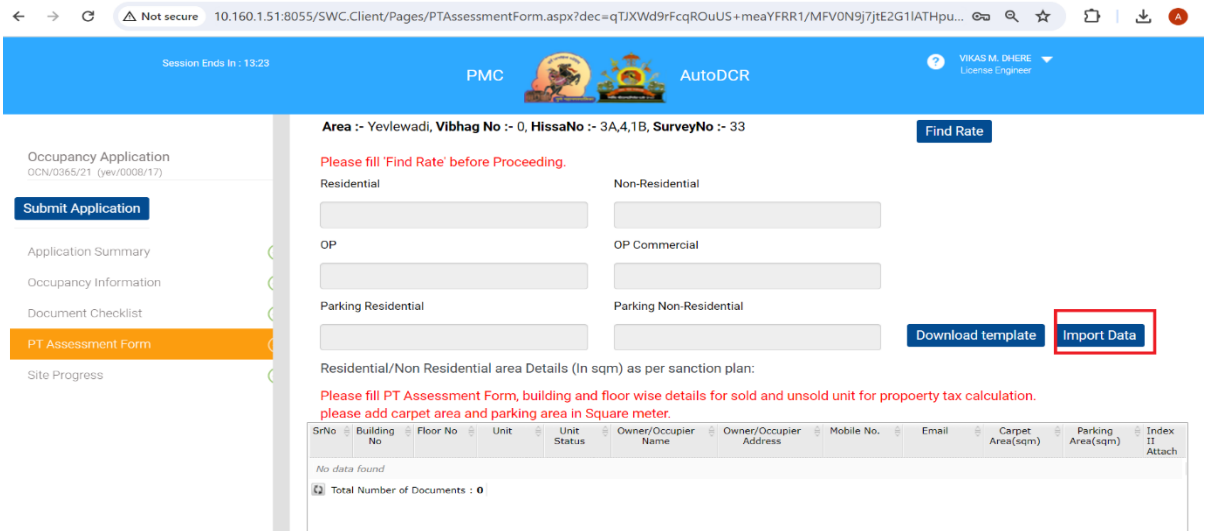




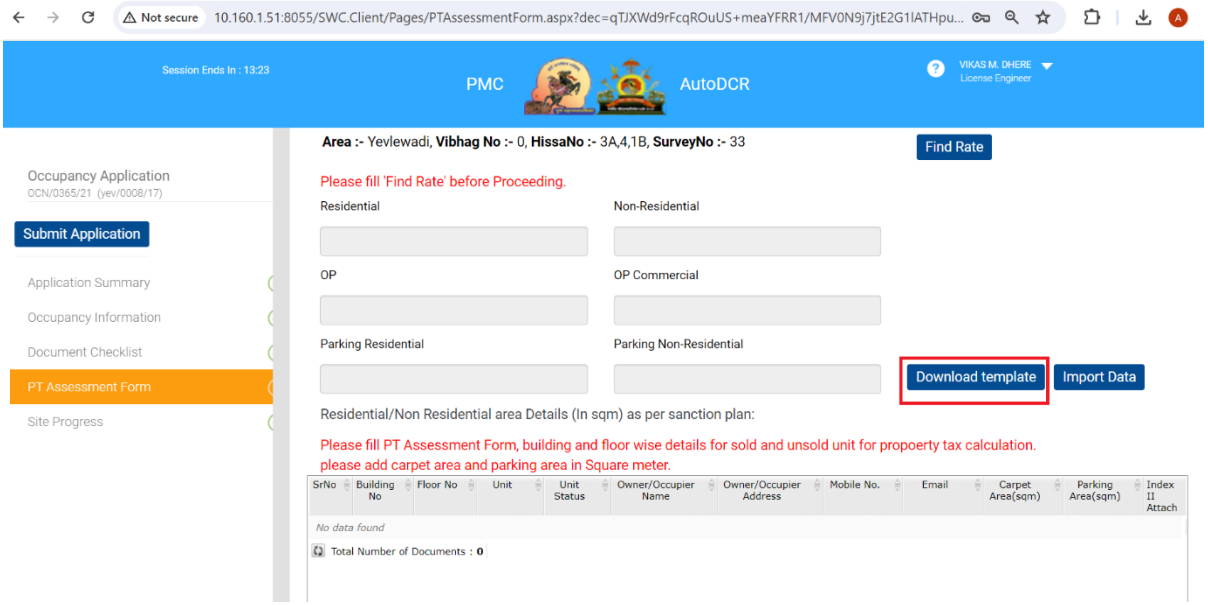
3) Need to add appropriate 'Property ID' for your project, further your property tax will be calculate according to this Property ID.



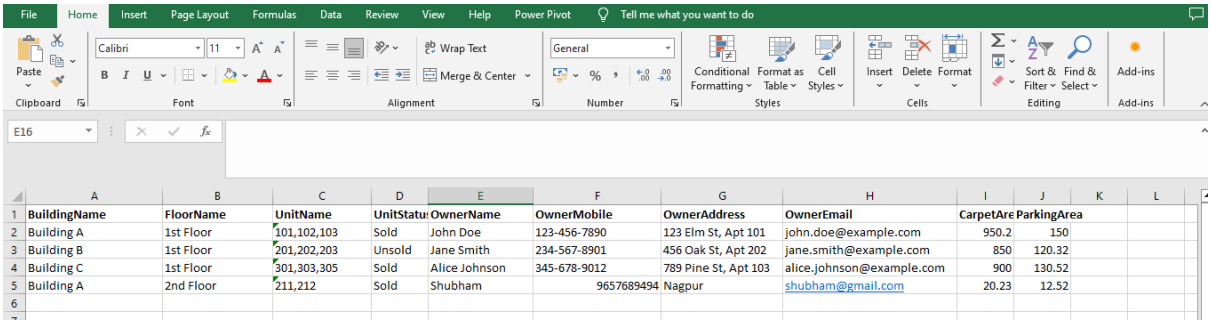
4) If sanction data(Building, Floors, Units) not available you can add this Property tax assessment table data Unsing 'Import Excel' features



5) For Property tax Assessment data import, first use download excel template by clicking on ‘Download Template’ Button.

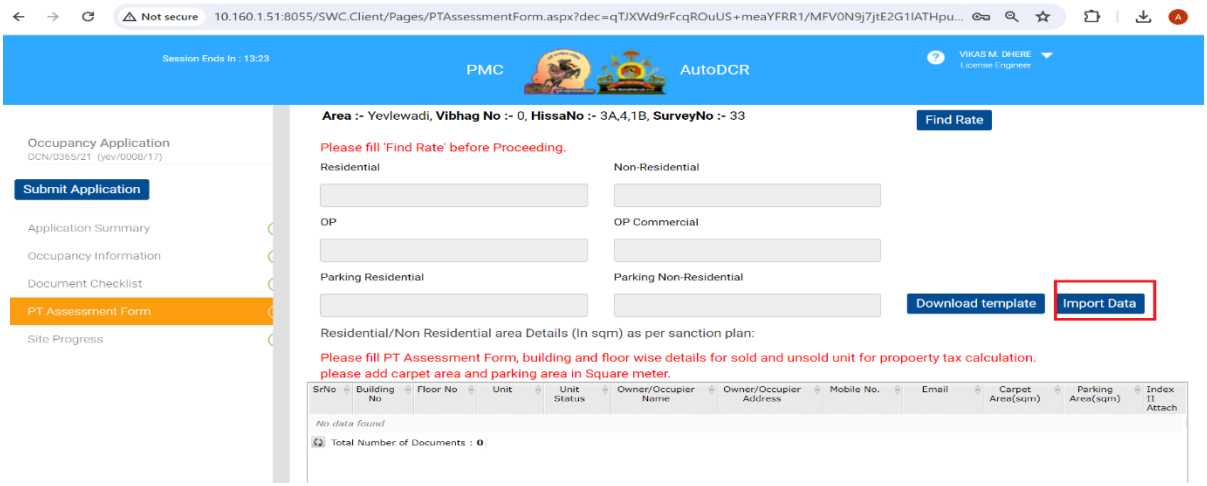


6) Downloaded template will be shown as below.

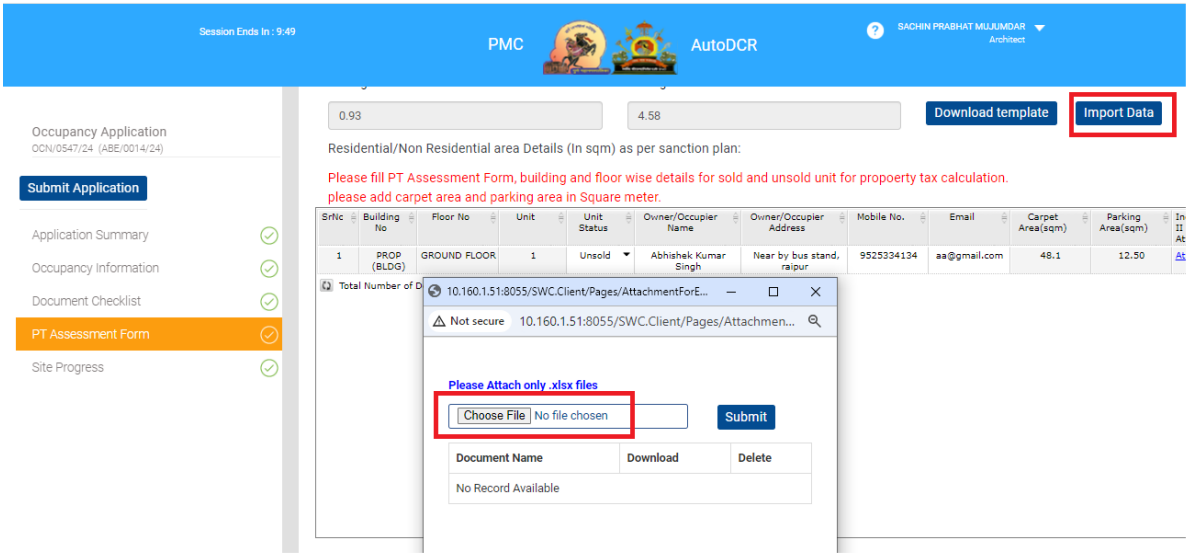


	A	B	C	D	E	F	G	H	I	J	K	L
1	BuildingName	FloorName	UnitName	UnitStatus	OwnerName	OwnerMobile	OwnerAddress	OwnerEmail	CarpetAre	ParkingArea		
2	Building A	1st Floor	101,102,103	Sold	John Doe	123-456-7890	123 Elm St, Apt 101	john.doe@example.com	950.2	150		
3	Building B	1st Floor	201,202,203	Unsold	Jane Smith	234-567-8901	456 Oak St, Apt 202	jane.smith@example.com	850	120.32		
4	Building C	1st Floor	301,303,305	Sold	Alice Johnson	345-678-9012	789 Pine St, Apt 103	alice.johnson@example.com	900	130.52		
5	Building A	2nd Floor	211,212	Sold	Shubham	9657689494	Nagpur	shubham@gmail.com	20.23	12.52		
6												

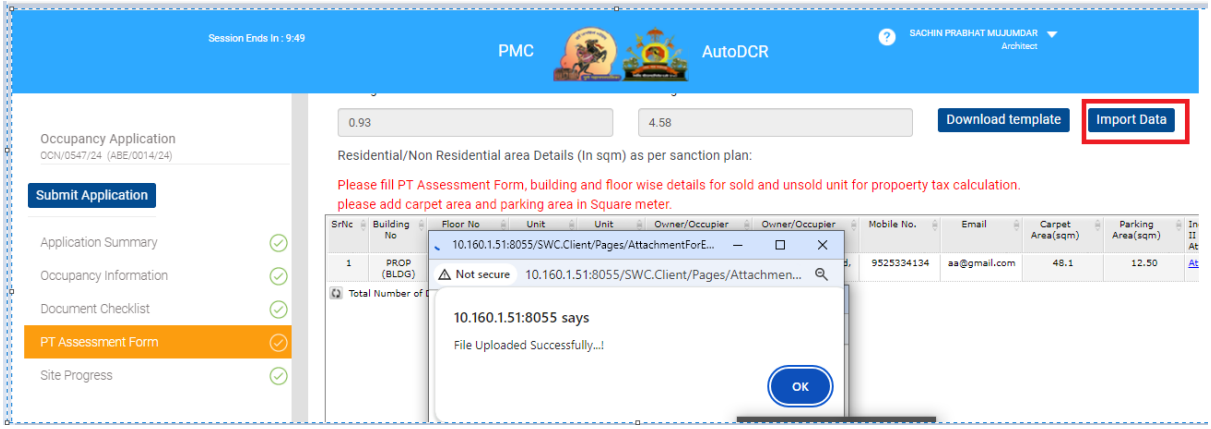
7) You can add details as column mentioned in template, data should be in same format. If you made any changes in template, data shall not be import in PT Assessment table.
8) Carpet area and parking area should be square meter. On ‘Common Form A’ that area converted into square feet to calculate property tax.
9) Kindly Note: In excel template, If you add unit status unsold, mandatory to fill Proposal owner details in template as well and if select sold unit status, then need to add new owner details.
10) Once Excel ready with all necessary data, you click on ‘Import data’ button to add in PT assessment table.



11. Once click on 'Import Data' below window will be open, you choose file from to upload data

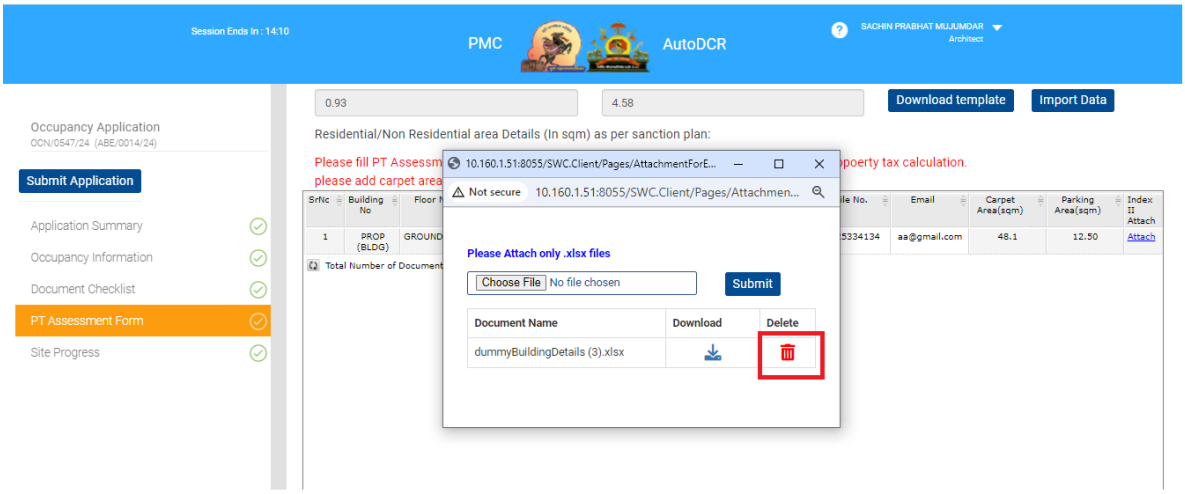


12. After selection of data template file click on 'Submit' button, later 'data uploaded successfully' message will be reflect.

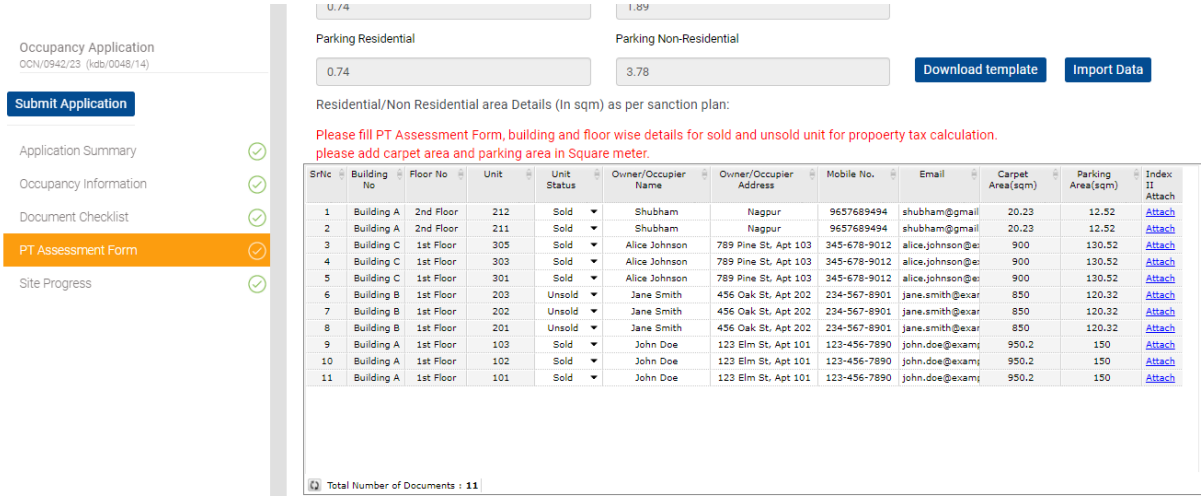


13) Kindly note: User can add this data import through excel template only in draft and only one file can import, multiple files not allowed.

Whenever, if you want to change selected file in draft, first need to delete existing file and then select new file.



14) Imported data shall be reflect as below,



SrNo	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area(sqm)	Parking Area(sqm)	Index II Attach
1	Building A	2nd Floor	212	Sold	Shubham	Nagpur	9657689494	shubham@gmail	20.23	12.52	Attach
2	Building A	2nd Floor	211	Sold	Shubham	Nagpur	9657689494	shubham@gmail	20.23	12.52	Attach
3	Building C	1st Floor	305	Sold	Alice Johnson	789 Pine St, Apt 103	345-678-9012	alice.johnson@e	900	130.52	Attach
4	Building C	1st Floor	303	Sold	Alice Johnson	789 Pine St, Apt 103	345-678-9012	alice.johnson@e	900	130.52	Attach
5	Building C	1st Floor	301	Sold	Alice Johnson	789 Pine St, Apt 103	345-678-9012	alice.johnson@e	900	130.52	Attach
6	Building B	1st Floor	203	Unsold	Jane Smith	456 Oak St, Apt 202	234-567-8901	jane.smith@exar	850	120.32	Attach
7	Building B	1st Floor	202	Unsold	Jane Smith	456 Oak St, Apt 202	234-567-8901	jane.smith@exar	850	120.32	Attach
8	Building B	1st Floor	201	Unsold	Jane Smith	456 Oak St, Apt 202	234-567-8901	jane.smith@exar	850	120.32	Attach
9	Building A	1st Floor	103	Sold	John Doe	123 Elm St, Apt 101	123-456-7890	john.doe@examp	950.2	150	Attach
10	Building A	1st Floor	102	Sold	John Doe	123 Elm St, Apt 101	123-456-7890	john.doe@examp	950.2	150	Attach
11	Building A	1st Floor	101	Sold	John Doe	123 Elm St, Apt 101	123-456-7890	john.doe@examp	950.2	150	Attach

15) Once all data got imported, please attach ‘Index II’ document according to unit status sold/unsold.