

Property Tax Assessment Form Help Manual

Property Tax assessment form (PT Assessment) need to fill in occupancy application to calculate your property Tax. Following steps to be follow for PT Assessment form filling.

Step 1. Add Occupancy information as per PART/FULL.

- If select Part occupancy then need to select Building name, up to which you are taking occupancy (according to the selection of building, floor, unit etc data reflect in PT Assessment form).

Session Ends In: 14:42

PMC AutoDCR

VIKAS M. DHIRE License Engineer

Projects → Occupancy Application OCN/0946/20

Occupancy Application OCN/0946/20 (dike/0043/15)

Submit Application

Application Summary ✓

Occupancy Information ✓

Document Checklist ✓

PT Assessment Form ✓

Site Progress ✓

Occupancy Information [Download Appendix-J \(for Part Occupancy\)](#)

Area (sq. mtrs.) 600

Checking Part

Part No. First

Residential/Non Residential area Details (In sqm) as per sanction plan:

Select	Building No	Floor No	Unit	Carpet Area
<input checked="" type="checkbox"/>	A (BLDG.)	GROUND FLOOR	01	87.79
<input checked="" type="checkbox"/>	A (BLDG.)	GROUND FLOOR	02	76.13
<input checked="" type="checkbox"/>	A (BLDG.)	GROUND FLOOR	03	83.38
<input checked="" type="checkbox"/>	A (BLDG.)	FIRST FLOOR	102	29.35
<input checked="" type="checkbox"/>	A (BLDG.)	FIRST FLOOR	103	29.35
<input checked="" type="checkbox"/>	A (BLDG.)	FIRST FLOOR	101	85.1
<input checked="" type="checkbox"/>	A (BLDG.)	FIRST FLOOR	104	84.55
<input checked="" type="checkbox"/>	A (BLDG.)	SECOND FLOOR	202	29.35
<input checked="" type="checkbox"/>	A (BLDG.)	SECOND FLOOR	203	29.35
<input checked="" type="checkbox"/>	A (BLDG.)	SECOND FLOOR	201	85.1
<input type="checkbox"/>	A (BLDG.)	SECOND FLOOR	204	84.55

- If select full occupancy then all sanction Building/Floor data will reflect in PT Assessment form.

Step 2. Fill PT Assessment form

- Add property ID, Property type, Existing property tax No.

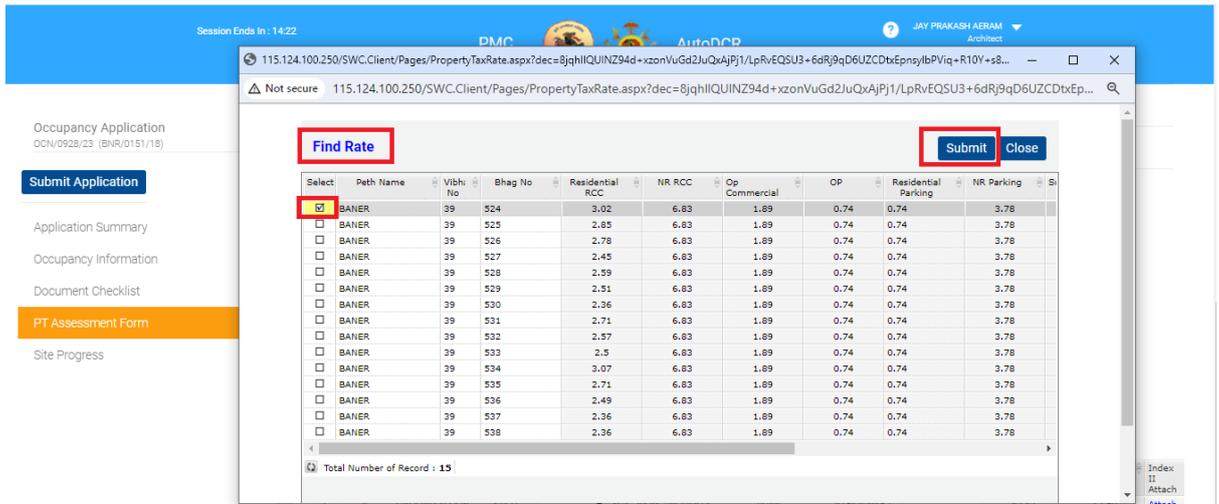
The screenshot shows the 'PT Assessment Form' section of the AutoDCR application. The left sidebar indicates the current step is 'PT Assessment Form' (highlighted in orange). The main form area includes sections for 'Property Address Details', 'GIS Information', 'Certificate Details', and 'Property Details'. In the 'Property Details' section, there are input fields for 'Property Id' (containing '88888') and 'Property Type' (a dropdown menu set to 'Open'). Below these is a table with a 'Delete' button and a 'Property Tax No.' field (containing '9999').

- Select rate by clicking on 'Find rate' for your property address, survey No./CTS No.

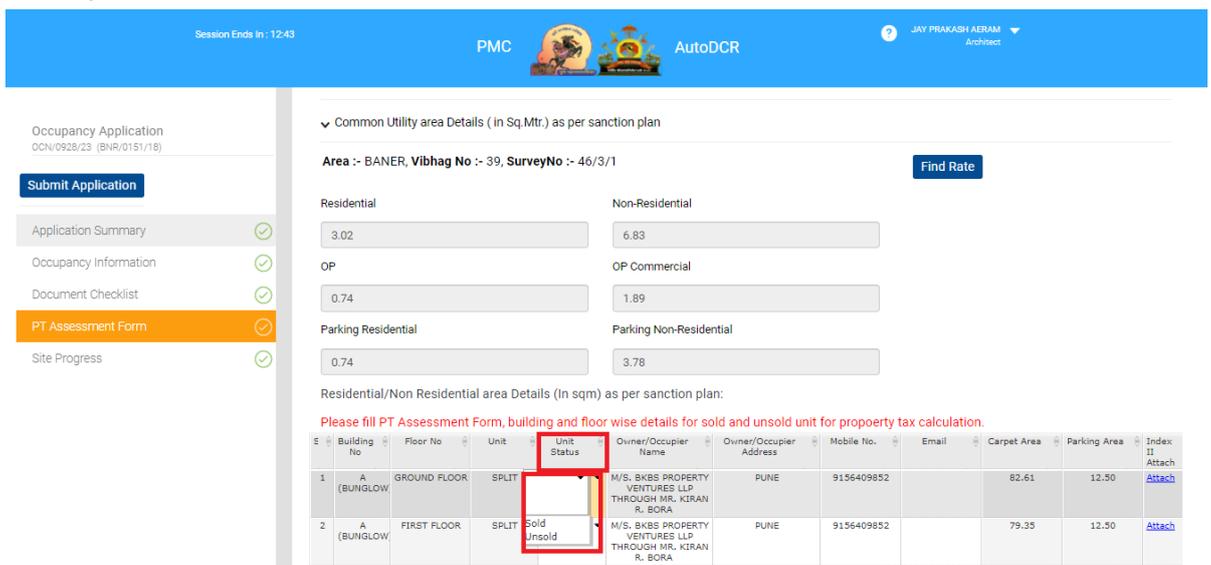
The screenshot shows the 'Find Rate' page in the AutoDCR application. The left sidebar indicates the current step is 'PT Assessment Form' (highlighted in orange). The main form area includes sections for 'Owner Information', 'POA Information', 'Architect / Licence Information', 'Sanction Details-Plot', and 'Common Utility area Details (in Sq.Mtr.) as per sanction plan'. The 'Common Utility area Details' section shows 'Area :- BANER, Vibhag No :- 39, SurveyNo :- 46/3/1'. Below this is a table with a 'Find Rate' button. The table lists rates for Residential, Non-Residential, OP, OP Commercial, Parking Residential, and Parking Non-Residential.

Category	Rate
Residential	3.02
Non-Residential	6.83
OP	0.74
OP Commercial	1.89
Parking Residential	0.74
Parking Non-Residential	3.78

- Select Check on find rate page as per Survey No/CTS No. (refer last column to find your survey/ CTS No.)



- After selection of rate fill Assessment table – in Building name, Floor no, unit, carpet area, will be reflect as per building sanction data, you have to select unit status as Sold/Unsold.



- If select unit status as sold then you have to add new owner details, Address, Mobile No, Email Id. and need to add 'index II' attachment.
 - If select unit status as Unsold then owner name should be reflected as per owner added in system.
- (Note: If multiple owners then in PT assessment form only reflect first owner name)**

Session Ends In : 14:48

PMC  AutoDCR

JAY PRAKASH AERAM Architect

Parking Residential Parking Non-Residential

Occupancy Application
OCN/1248/23 (UNE/0018/19)

Submit Application

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Residential/Non Residential area Details (In sqm) as per sanction plan:

Please fill PT Assessment Form, building and floor wise details for sold and unsold unit for property tax calculation.

#	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area	Parking Area	Index II Attach
1	RESI (1)	PARAPETWALLOUTLINE	201		M/S. LEGACY FORTUNE ASSOCIATES THROU. PARTNERS MR.SANKALP GOEL AND MR.KUNAL BHANSAL	Pune	9561804442		96.8	12.50	Attach
2	RESI (1)	PARAPETWALLOUTLINE	101		M/S. LEGACY FORTUNE ASSOCIATES THROU. PARTNERS MR.SANKALP GOEL AND MR.KUNAL BHANSAL	Pune	9561804442		96.8	12.50	Attach
3	RESI (1)	SECOND FLOOR	201		M/S. LEGACY FORTUNE ASSOCIATES THROU. PARTNERS MR.SANKALP GOEL AND MR.KUNAL BHANSAL	Pune	9561804442		96.8	12.50	Attach

➤ After save all PT assessment details you can verify 'Common Form A' for your property.

Note: PT Assessment Form is mandatory to submit while applying for Occupancy.