

## F A Qs

1. How is my property tax calculated?

A. Property tax is calculated as per the carpet area of the property and 4 factors namely location factor, age factor, type of use factor and occupancy factor as per formula given below

$$\text{Gen. Tax} = \text{Carpet Area (Sq.mtr)} \times F1 \times F2 \times F3 \times F4$$

where F1= Location factor

F2=Age factor

F3=Usage factor

F4=Occupancy factor

Property tax payable is calculated after addition of water tax, conservancy tax and education cess payable.

2. In case my carpet area or any factor shown in tax bill is incorrect, how should I submit application?

A. In case of change in carpet area or any factor, application should be submitted as per form under rule 485/1

3. What documents should I submit along with application form of 485/1?

A.

- Sale deed, copy of index
- Copy of city survey in case of gamtal/pole
- Share certificate and society resolution (tharav) in co-operative society

- For Residence proof-election card, rationing card, light bill

For non-residential property- Shops & Establishment certificate (Gumastadhara), Sales certificate, Excise certificate etc

Other details are mentioned on the backside of 485/1 form.

4. What documents should be provided for transfer of name?

A. Registered sale deed/copy of index or copy of city survey in case of pole/gamtal

- For property in name of society, society resolution (tharav) with signature of chairman/secretary of co-operative housing society and other certificate.

- Any proof of residence-election card, ration card or electricity bill

For commercial properties- Shops & Establishment certificate (Gumastadhara), Sale tax certificate, Excise certificate etc

- Receipt of tax paid.

5. What is the procedure for having one bill instead of 2 separate bills?

A. For this purpose one should fill form of kami of Duplicate bill. Further details are shown in the form.

6. What is the procedure if tenant has vacated the property?

A. In this case form of Tax Occupier change (TOC) should be filled.

Documents for this purpose such as possession receipt of tenant is to be attached.

7. In what name should I write my cheque of property tax payment?

Is outdated cheque accepted?

- A. Cheque should be in name of " Municipal Commissioner, Ahmedabad" . Other details such as the ward, Tenament No., contact No. should be written on the backside of the cheque.

Out of town cheque is not accepted, However if clearing is done in Ahmedabad it is accepted.

8. Where should I pay my tax?

- A. Property tax can be paid in all city civic centres and tax collection centres. Details all available in our website [www.egovamc.com](http://www.egovamc.com)

9. Is there facility of online tax payment?

- B. Yes, tax can be paid online on our website [www.egovamc.com](http://www.egovamc.com)

10. When is incentive/rebate scheme applicable?

- A. Standing committee of Ahmedabad Municipal Corporation announces incentive/rebate scheme from time to time . Advertisement is done in newspapers regarding this.

11. When do I have to pay Advance tax?

- B. Advance tax scheme is generally announced in the month of April every financial year. Advertisement is done in newspapers regarding this.

12. Where are the zonal offices of property tax situated? Who are the concerned officers?

A. The details are available as under:-

ZONE	ADDRESS	Officer	Landline No
Central Zone	5 <sup>th</sup> floor, Sardar Patel bhavan, Danapith.	Dy.ATC (CZ)	25391811/657 32984425
North Zone	Rajiv Gandhi Bhavan Naroda Road	DY.ATC (NZ)	22801182 30943051

South Zone	Near Rambaug Fire Station, Rambaug	DY.ATC (SZ)	25465255 25465344
East Zone	Harubhai Mehta Bhavan, Viratnagar Cross Roads, Nikol, Ahmedabad.	DY.ATC (EZ)	22970422/23 32448119/20
West Zone	Dr. Ramanbhai Patel Bhavan, Near Usmanpura Cross Roads, Ashram Road.	DY.ATC (WZ)	27550584 32981597
New West Zone	Near Atithi Dining Hall, Near Deep Tower, In The Lane of Shraddha Petrol Pump.	DY.ATC (NWZ)	26841204/05

13. Tax paid online but amount is still showing pending?

A- In such cases send details by mail to [info@egovamc.com](mailto:info@egovamc.com).