

BRIHANMUMBAI MAHANAGARPALIKA

Assessment and Collection

AC/COMP/1130 /2019-20

Sub:- Improving the process of Change of Name in
Property Tax records

To improve the Ease Of Doing Business, especially in 'Registering Property' indicator, there is a need to re-engineer the process of Change of Name in Property Tax records. Once data (Registration of Instrument of transfer) from SRO office is received online realtime in MCGM Property Tax application, the said process of Change in name as per SRO data is automated. Accordingly, the following instructions are issued.

Timeline for updating Property Tax records.

(A) Automated Process – Real time

- Under new process, the transferee would not be required to make an application to Assessment & Collection department for Change of name in Property Tax records. The Property Tax records would be updated automatically in real time on the same day.
- Intimation regarding the updation would be sent to transferee of the property through sms, email and by post.

(B) Automated through Portal – 3 days

- In all other cases except the ones covered under (A) including the applications received through the Citizen Portal, the timeline for updating name in the Property Tax records is reduced to three(3) days, from 15 days. The necessary amendment will be done in the notification issued under the Right to Services Act (RTS) and the same will be published on Citizen Portal.
- URL of Citizen Portal – <https://ptaxportal.mcg.gov.in/CitizenPortal>

(C) If the flat is not assessed unitwise and assessment of society/building as a whole is done by MCGM then in all such cases, cognizance of change will be taken in respective Property account number. In future, whenever society complies for unitwise billing, Property Tax bill for that particular flat owner will be automatically generated.

(D) Offline Non-automated Transfer process.

As per the RTS Act, 15 days time period is provided for this process, but in view of (B) above, this process is discontinued.

For change in Property tax record there is no requirement of Property card. The change in name is being done on the basis of Sale deed(Registered document).

During the period of change in Property Tax record, updation of Property card by SRO office will be done simultaneously.

-5d-14-1-2020
Assessor and Collector