



**REAL ESTATE TAX DIVISION
DOMESTIC TAX DEPARTMENT**



REAL PROPERTY TAX RETURN FORM

(Provide full view photo of your property in hardcopy or softcopy from your phone or camera)

**PROPERTY
PHOTO**

1. PROPERTY OWNER BASIC INFORMATION

TIN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	First Name	Middle Name	Last Name					
Email Address			Phone Number			Other Phone Numbers		

2. PROPERTY OWNER'S ADDRESS

Street Address		Community	
City/Town/Village	County	Electoral District	House #

3. OCCUPANT'S INFORMATION IF NOT THE OWNER

4. ADMINISTRATOR'S INFORMATION IF NOT THE OWNER

Occupant's Full Name	Administrator's Full Name
Occupant's Phone No.	Administrator's Phone No.
Occupant's Email	Administrator's Email

5. PROPERTY LOCATION

Street Address		Community	
City/Town/Village	Electoral District	Tax Zone	
County	Recognized landmark in your area		

6. GENERAL INFORMATION ON PROPERTY

Property Use Classification <input type="checkbox"/> Commercial <input type="checkbox"/> Residential Others _____		Estimated Land Size (lot/acre):	Estimated Land Value:
<input type="checkbox"/> Is the property connected to LWSC	<input type="checkbox"/> Is property connected to LEC	<input type="checkbox"/> Is the property fenced	
FLOOR FINISHING (please check the relevant box below)		FOUNDATION TYPE (please check the relevant box below)	
<input type="checkbox"/> Ceramic tiles <input type="checkbox"/> Terrazzo tiles Others _____		<input type="checkbox"/> Cement blocks <input type="checkbox"/> Mud bricks Others _____	
PROPERTY CONDITION ASSESSMENT			
<input type="checkbox"/> Excellent Condition/New <input type="checkbox"/> Average Condition/Good <input type="checkbox"/> Below Average Condition/Fair <input type="checkbox"/> Under Renovation(major repairs)			
<input type="checkbox"/> Under Renovations(minor repairs) <input type="checkbox"/> Damaged _____ Building Total Area _____ Year of Construction Completion _____			

7. PROPERTY DECLARED VALUE (USD or its LD EQUIVALENT)

A. PROPERTY TYPE	B. DECLARED VALUE	C. TAX RATE	D. TAX AMOUNT PER YEAR	E. YEARS PAID	F. No. OF YEARS	G. TOTAL AMOUNT
Commercial		1.5%(0.015)				
Residential		1/4%(0.0025)				
Others						

NOTE: The declared property value is multiplied by the corresponding tax rate to determine the annual tax due (**D = B*C** and **G = D*F**)

8. CERTIFICATION

I certify that the information provided above is true, accurate and complete to the best of my knowledge. I acknowledge that any false declaration may lead to possible prosecution.

Full Name	Signature	Date
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NOTE: Amount of declaration may be subject to review. Significant under-declaration is subject to additional assessment bill. Taxpayers are advised to provide truthful declaration. TAXES ARE DUE BETWEEN JANUARY 2 TO JUNE 30 IN EACH CALENDAR YEAR.

Self-declaration of property value is an interim measure to accelerate tax compliance. This is only applied to private residential properties NOT properties involving rent and leases. Section 2000-D-10 defines RESIDENTIAL PROPERTY as "building or improvement wholly or principally used, constructed or adapted for human habitation and is wholly used and occupied by the taxpayer as his or her primary place of residence and does not include any such building or improvement which are let or rented out either wholly or in part for the private profit or gain of the taxpayer".

PLEASE COMPLETE A SEPERATE FORM FOR EACH PROPERTY THAT YOU OWN

Instructions on filling the Return Form:

- 1. Property Owner Basic Information:** Use this section to provide your Taxpayer Identification Number (**TIN**), Full name and contact details
- 2. Property Owner Address:** Use this section to provide the tax authority with information on your current home address
- 3. Occupant's Information if not the owner:** If the property is not occupied by the owner, use this section to provide information about the occupant
- 4. Administrator's Information if not the owner:** If the property is not being administered by the owner, use this section to provide information about the administration
- 5. Property Location:** Use this section to give a clear location of your property by providing the street address, community, electoral district, etc. For the recognized land mark field, provide the most recognizable and known feature (buildings, road intersections, transmission towers, etc) in the area where the property is located. If you know the tax zone in which the property is located, you can fill in the zonal field with that information, if not, leave it blank
- 6. General information on property:** Use this section to provide basic information about your property.
 - a. Use classification:** Check only one box based on the property use. If your property is neither commercial nor residential, specify the property use in the blank space provided
 - b. Land size and value:** Provide the land size and value as indicated on your deed or any title document
 - c.** For the other fields, tick one box that apply to your property
- 7. Property Declared Value:** Use this section to provide the tax authority with the **FAIR MARKET VALUE** of your property. The value is either the amount you used to construct the building or the amount you purchased the property or the amount you are willing to accept for purchase. Calculate your annual tax by multiplying the declared value by the corresponding tax rate.
- 8. Certification:** Use this section to certify the information you have provided by affixing your signature to this document