

PROPERTY CERTIFICATE

DOCUMENT CHECKLIST & RECEIPT

S. No.	Item	Yes	No
1	Application Form for Property Certificate	☐	☐
2	Notarized Affidavit (Rs.10/-)	☐	☐
3	Statement of Applicant with one Photograph (to be filled in by applicant)	☐	☐
4	VRO Enquiry Report (to be filled in by the Office)	☐	☐
5	RI Enquiry Report (to be filled in by the Office)	☐	☐
6	Property Certificate (2 Copies) (to be generated by Office)	☐	☐
7	Documents Filed		
	a) Challan for Rs.50/-	☐	☐
	b) Sub-Registrar Valuation Form	☐	☐
	c) ROR 1-B/Adangal/ Registration or Succession Documents	☐	☐
	d) Ration Card	☐	☐

Signature of Applicant

Signature of Receiving Authority

Date

Date

APPLICATION FOR PROPERTY CERTIFICATE

To
The Tahsildar,
.....Mandal.

Sir / Madam,

It is to bring to your notice that details of property I own is furnished hereunder which are registered on my name. I request that property certificate may kindly be issued. Required evidences are enclosed, for ready reference.

.01	Nature of the property (whether Land / House / House Site)	:		
02	If it is Landed property mention	:	Place where situated	
			Class	
			Sy. No.	
			Ext.	
03	If it is House property mention	:	Place where situated	
			Kind of roof (Slab /Tiled / Asbestos / Thatched)	
			Plinth Area	
04	If it is Vacant House site mention	:	Place where situated	
			Area (Sq.Ft./ Ankanams)	
05	Purpose for which the certificate is required	:		
06	Evidences enclosed in support of the ownership of the property concerned	:	1. ROR 1-B Copy / Registered Document Vp[u	Yes/No
			2. Sub-Registrar Valuation Form	Yes/No
			3. Adangal Copy	Yes/No
			4. Ration Card Copy	Yes/No
07	Particulars of Challan Fee (Rs.50/-) paid with Challan No. & Date	:		
08	Whether Notary Affidavit (Rs.10/-) attached (Yes/No)	:		

:

Date:

Signature of the Applicant

Place:

Name of the Applicant

AFFIDAVIT OF PROPERTY

I, S/o, D/o, W/o, age
years, residing at D.No.
..... Mandal, Sri Potti Sriramulu Nellore
District, do hereby solemnly affirm and state as follows:-

1. I do hereby declare that I have
property in my name , acquired through
and it is my enjoyment for the past Years.

2. Present market value of the said property is
Rs.

3. I am giving this affidavit on solemn declaration consciously believing it to
be true and in faith thereof.

The above stated facts are true and correct.

Date:

Deponent.
Solemnly affirmed and executed.

Before me.

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- Downloaded from www.adithyainfohub.com - Free GSWS / Sachivalayam Forms

MANDAL.....

ENQUIRY REPORT SUBMITTED TO THE TAHSILDAR.....
(Proposals for issuing Property Certificate)

By Mandal /Revenue Inspector:
Name of the R.I.

01. Name of the applicant :
02. Address of applicant :
Door No. :
Building Name :
Street Name :
Village / Ward :

03	If it is Landed property mention	:	Place where situated	
			Class	
			S. No.	
			Ext.	
04	If it is House property mention	:	Place where situated	
			Kind of roof (Slab /Tiled / Asbestos / Thatched)	
			Plinth Area	
05	If it is Vacant House site mention	:	Place where situated	
			Area (Sq.Ft./ Ankanams)	

05. How the owner ship is :
acquired

11. Purpose for which the :
certificate is needed

12. Whether Notary Affidavit is :
filed or not,

13. Details of evidences produced : 1.
2.
3.
4.

- 15 Challan particulars

Challan No. .	Date	Amount	Place of remittance

16. Recommendation of the enquiry :
officer

Date

Signature

Place :

Name of the Revenue Inspector

L.Dis.No. /

Office of the Tahsildar,
----- Mandal.

PROPERTY CERTIFICATE

This is to certify that Sri/Smt _____
S/o/w/o _____ is a resident of

_____, Sri Potti Sriramulu Nellore District, Andhra Pradesh State, he /she is
having _____
_____ property in
_____ Village _____
Mandal, Sri Potti Sriramulu Nellore District, Andhra Pradesh State.
Present market value of the above said property is
_____ (Rupees _____
only).

DATE:

Tahsildar,

PLACE

..... Mandal.

Affix Round
Seal Here