

# PROPERTY CERTIFICATE

## DOCUMENT CHECKLIST & RECEIPT

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

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.**





**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.

