



IMPORTANT NOTICE

Sectional title unit owners,
have you received the new rates account?

To whom it may concern

INFORMATION REQUIRED FROM OWNERS OF SECTIONAL TITLE UNITS TO CREATE THE NEW RATES ACCOUNT

The City of Tshwane implemented its new rates in terms of the Municipal Property Rates Act, 2004 (Act 6 of 2004), on 1 July 2008. Rates will be levied on the total market value of a property and no longer on the land value only, as before. The market value of all properties including sectional title units are now determined on the basis of the current market data and data from transactions registered at the Deeds Office.

In accordance with the Act, a municipal rate on a sectional title unit is now payable by the owner of the unit; a municipality will no longer recover the rate on a sectional title unit or any part of such rate from the body corporate controlling the sectional title scheme, except when the body corporate is the owner. **All sectional title unit owners must, therefore, submit their information so the City of Tshwane can create a correct account for each sectional title unit.**

Despite previous communication in this regard, the Municipality has only processed a small portion of the information of sectional title unit owners. This is due to incorrect and incomplete information or sectional title unit owners who did not respond to this request. Therefore, if you have not received an account, please submit your information, even if you have already done so. The attached form has been revised to make it more understandable. Completed forms should be faxed to 086 634 4859 or emailed to stu@tshwane.gov.za. Please attach a copy of the identity document of the owner. All information will be treated strictly confidentially.

Submitting the information will ensure that the owner gets a correct account each month. If an account has not been created and the sectional title unit owner wants to sell the property, the transfer of the property in somebody else's name will be delayed. Furthermore, sectional title unit owners must settle any outstanding debt before a clearance certificate will be issued. Certain sectional title unit owners may even qualify for approved rebates, such as the pensioner's rebate, a grant-in-aid or another rate reduction.

If you have any further queries, please phone 012 358 3634 or 012 358 3651 during office hours or send an email to stu@tshwane.gov.za.

If you are not a sectional title owner, please pass this information on to owners of sectional title units that you know of. Thank you for your assistance in this matter. Your cooperation and participation will play an essential part in the successful implementation of this process.

Yours faithfully

Andile Dyakala
EXECUTIVE DIRECTOR: REVENUE MANAGEMENT

SECTIONAL TITLE UNIT INFORMATION

SECTIONAL TITLE SCHEME

Name (flat name or complex name)	
Sectional title scheme number (as captured in the deeds document)	
Street name and number	
Suburb name and postal code	
Postal address and code	

SECTIONAL TITLE UNIT

Room/flat/door number*	
Sectional title unit number** (as captured in the deeds document)	
Floor area of unit (Square metres)	
Existing electricity account for unit (if available)	

* Room or flat number as it appears physically on the sectional title unit
** Number of the sectional title unit as registered at the Deeds Office.

SECTIONAL TITLE UNIT

Owner – personal ownership	
Surname	
Full name/s	
Identity or passport number	
Work telephone number	
Home telephone number	
Cellphone number	
Email address	
Postal address and code (for account)	
Existing municipal contract account number (if available)	

OWNER – BUSINESS OWNERSHIP (eg TRUST, CC, COMPANY)

Name of business	
Registration number	
Postal address and code	
Work telephone number	
Alternative number	
Email address	
Existing municipal contract account number (if available)	