

OFFICE OF THE SHILLONG MUNICIPAL BOARD
Application Form for mutation/apportionment of holding

1. Name of the Applicant :
2. Holding No:
3. Ward No:
4. Locality:
5. Holding Tax per quarter
(upto date receipt to be enclosed)
6. Name and Address for correspondence of the Present Owner:
(To whose name transfer is to be made)
7. Name and Address for correspondence of the previous Owner:
8. Land Area of the holding:
9. Land area to be transferred :
10. Carpet Area of the Buildings in the holding: (to be submitted in specified format)

I hereby certify that the above information are true to the best of my knowledge.

Date.

(Signature of the applicant)

Recommendation

(To be signed by Rangbah Shnong)

This is to certify that the holding no _____ under ward no _____ is at present under the ownership of Shri/Smt _____ since _____.

Signature _____

Name _____

Designation _____

Address _____

Documents enclosed:

1. Sale deed/deed of declaration/gift deed duly registered. Mutation Order, Lease Agreement in case of Government Land.
2. NOC from the close relatives of the previous owner incase no registered Sale Deed available
3. Holding tax receipts.
4. Formats for carpet area of the buildings.
5. Rough sketch incase of transfer & apportionment of holding.