

The Chairperson of the Valuation Appeal Board

LODGING OF AN APPEAL AGAINST ANY MATTER REFLECTED IN OR OMITTED FROM THE 2025 GENERAL VALUATION ROLL / SUPPLEMENTARY VALUATION ROLL

Notes for completing this form:

1. Complete a separate form for each entry appealed to and return the completed form to valuations@sbm.gov.za
2. A separate form must be completed for each sectional title unit appealed to
3. The information requirements on this form are prescribed by law. Failure to complete the appropriate fields may result in the appeal being disqualified

SECTION 1

1.0 PROPERTY INFORMATION:

VALUATION REFERENCE NUMBER		SPECIFY THE VALUATION ROLL BEING APPEALED AGAINST	
ERF NUMBER / UNIT NUMBER		GENERAL VALUATION ROLL	GV2025
SUBURB / SCHEME NAME		SUPPLEMENTARY VALUATION ROLL	
PHYSICAL ADDRESS			

1.2 APPEAL CATEGORY (INDICATE REASON FOR APPEAL – ONE OR MORE MAY BE COMPLETED)

INCORRECT VALUATION		OMITTED STRUCTURES		INCORRECT RATEABLE EXTENT	
PROPERTY AFFECTED BY REGISTERED RIGHTS		INCORRECT BUILDING EXTENTS		INCORRECT PHYSICAL ADDRESS	
POOR LOCATION		INCORRECT PROPERTY DESCRIPTION (ERF/UNIT)		INCORRECT POSTAL ADDRESS	
STRUCTURAL DEFECTS		INCORRECT OWNER NAME		RATES QUERY (pensioners rebate etc.)	
OMITTED PROPERTY		INCORRECT RATING CATEGORY		OTHER	

1.3 APPELLANT INFORMATION:

APPELLANT STATUS (SELECT ONE OF THE FOLLOWING)

APPELLANT IS THE OWNER		APPELLANT IS NOT THE OWNER		MUNICIPALITY IS THE APPELLANT		AUTHORISED REPRESENTATIVE OF THE APPELLANT R (attach proof of authorisation)	
------------------------	--	----------------------------	--	-------------------------------	--	--	--

1.3.1 APPELLANT / REPRESENTATIVE CONTACT DETAILS:

NAME OF APPELLANT / REPRESENTATIVE					
IDENTITY NUMBER		COMPANY OR C.C REGISTRATION NO.			
POSTAL ADDRESS					
		CODE			
TELEPHONE HOME		TELEPHONE WORK			
CELLPHONE		FAX			
EMAIL ADDRESS					

SECTION 2

2.1 APPEAL DETAILS:

APPEAL TYPE	PARTICULARS AS REFLECTED IN THE VALUATION ROLL	CHANGES REQUESTED BY APPELLANT
DESCRIPTION OF PROPERTY / UNIT NO.		
RATING CATEGORY		
PHYSICAL ADDRESS / DOOR NO. / FLAT NO.		
LAND EXTENT		
MARKET VALUE		
NAME OF OWNER		

ADVERSE FEATURES AND/OR OTHER REASONS IN SUPPORT OF THIS APPEAL (ANNEXURES CAN BE PROVIDED)

ANNEXURE PROVIDED: (mark with X)	YES		NO		NO OF PAGES PROVIDED AS ANNEXURE: (mark 0 (zero) if none)	
----------------------------------	-----	--	----	--	---	--

SECTION 3

3.1 DECLARATION:

ATTENTION IS HEREBY DRAWN TO SECTION 42(2) OF THE ACT WHICH STATES THAT WHERE ANY DOCUMENT, INFORMATION OR PARTICULARS WERE NOT PROVIDED WHEN REQUIRED IN TERMS OF SUBSECTION 42(1) OF THE ACT AND THE OWNER CONCERNED RELIES ON SUCH DOCUMENT, INFORMATION OR PARTICULARS IN AN APPEAL TO AN APPEAL BOARD, THE APPEAL BOARD MAY MAKE AND ORDER AS TO COSTS IN TERMS OF SECTION 70 OF THE ACT IF THE APPEAL BOARD IS OF THE VIEW THAT THE FAILURE TO HAVE PROVIDED ANY SUCH DOCUMENT, INFORMATION OR PARTICULARS HAS PLACED AN UNNECESSARY BURDEN ON THE FUNCTIONS OF THE MUNICIPAL VALUER OR APPEAL BOARD.

I / WE HEREBY DECLARE THAT THE INFORMATION AND PARTICULARS SUPPLIED ARE TRUE AND CORRECT.

DATE	YEAR		MONTH		DAY	
NAME				SIGNATURE		

IF A REPRESENTATIVE IS APPOINTED, PROOF OF AUTHORISATION MUST BE ATTACHED

SECTION 4 – PROPERTY DETAILS

PHYSICAL ADDRESS															CODE				
EXTENT OF LAND																			
MUNICIPAL ACCOUNT NO																			
NAME OF BOND HOLDER																			
REGISTERED AMOUNT OF BOND																			
FULL DETAILS OF ALL SERVITUDES, ROAD PROCLAMATIONS OR OTHER ENDORSEMENTS AGAINST THE PROPERTY (if applicable)	SERVITUDE NO.												AFFECTED AREA		m²				
	IN FAVOUR OF																		
	FOR WHAT PURPOSE																		
WAS COMPENSATION PAID	YES			NO		DATE OF PAYMENT (IF YES)				Y	Y	Y	Y	D	D	M	M	AMOUNT	R

SECTION 5 - DESCRIPTION OF RESIDENTIAL DWELLING (FOR SECTIONAL TITLE SEE SECTION 6)

(INDICATE A NUMBER OR TICK YES/NO IN APPROPRIATE BOX)

MAIN DWELLING

NO. OF BEDROOMS		LOUNGE		KITCHEN		NO. OF BATHROOMS	
DINING ROOM		LOUNGE WITH DINING ROOM		STUDY		PLAYROOM	
TELEVISION ROOM		LAUNDRY		SEPARATE TOILET			
OTHER				OTHER			
OTHER				OTHER			

OUTBUILDINGS

NO. OF GARAGES		SIZE OF MAIN DWELLING	m²
GRANNY FLAT/ROOMS		SIZE OF OUTBUILDINGS	m²
OTHER		SIZE OF OTHER BUILDINGS	m²
		TOTAL BUILDING SIZE	m²

OTHER IMPROVEMENTS (ATTACH ANNEXURE)

OTHER:

SWIMMING POOL		TENNIS COURT	
BORE HOLE		GARDEN	GOOD
OTHER		OTHER	

FENCING /
BOUNDARY
WALLS:

DESCRIPTION	FRONT	BACK	SIDE 1	SIDE 2
TYPE				
HEIGHT				

DRIVE WAY: (e.g. Bricks, pavers)		IS YOUR PROPERTY SITUATED IN A BOOMED OR SECURITY AREA	YES	NO

OTHER FEATURES:

GENERAL CONDITION OF PROPERTY (MARK WITH X)

GOOD		AVERAGE		POOR	
------	--	---------	--	------	--

SECTION 6 – SECTIONAL TITLE UNITS

UNIT NO.		NAME OF SCHEME		FLAT/DOOR NO.		UNIT SIZE	m²
NAME OF MANAGING AGENT					TEL NO.		
MONTHLY LEVY	R						

(INDICATE A NUMBER OF TICK YES/NO IN APPROPRIATE BOX)

NO. OF BEDROOMS		NO. OF BATHROOMS		KITCHEN		LOUNGE	
DINING ROOM		LOUNGE WITH DINING ROOM		STUDY		PLAYROOM	
TELEVISION ROOM		LAUNDRY		SEPARATE TOILET			
OTHER				OTHER			
OTHER				OTHER			

COMMON PROPERTY CONSISTS OF:

SWIMMING POOL	
TENNIS COURT	
OTHER	
OTHER	
OTHER	

DETAILS OF EXCLUSIVE USE AREAS:

GARAGE	m²
CARPORT	m²
OPEN PARKING	m²
STORE ROOM	m²
GARDEN	m²
OTHER	m²

SECTION 7 – MARKET INFORMATION

IF YOUR PROPERTY IS CURRENTLY ON THE MARKET WHAT IS THE ASKING PRICE	R	OFFER RECEIVED	R
IF YOUR PROPERTY HAS BEEN ON THE MARKET IN THE LAST 3 YEARS, WHAT WAS THE ASKING PRICE	R	OFFER RECEIVED	R
NAME OF AGENT	TEL NO.		

SALE TRANSACTIONS (OF OTHER PROPERTIES IN THE VICINITY) USED BY THE APPELLANT IN DETERMINING THE MARKET VALUE OF THE PROPERTY APPEALED TO:

ERF/UNIT NO.	SUBURB/SCHEME NAME	DATE OF SALE	SELLING PRICE