

**FORM C**

Assessment# \_\_\_\_\_

Code \_\_\_\_\_

**PROPERTY TAX APPLICATION  
FOR ASSESSMENT/POSITION OF ACCOUNT**

- (1) Applicant's Name \_\_\_\_\_  
(State Name of Company if Limited Company)
- (2) Street Address \_\_\_\_\_
- (3) P. O. Box \_\_\_\_\_ (4) Telephone No. \_\_\_\_\_
- (5) Legal Description \_\_\_\_\_
- (6) Name of Mortgagee \_\_\_\_\_

(7) Required Information

Required Document	Official Use Only Additional Info Needed	
	Customer Service	Quality Control
(a) Written letter from owner/duly authorised agent requesting assessment	<input type="checkbox"/>	<input type="checkbox"/>
(b) Root of Title (showing all the owners)	<input type="checkbox"/>	<input type="checkbox"/>
(c) Subdivision approval	<input type="checkbox"/>	<input type="checkbox"/>
(d) Copy of Conveyance	<input type="checkbox"/>	<input type="checkbox"/>
(e) Copy of Occupancy Certificate (BEC letter of initial supply)	<input type="checkbox"/>	<input type="checkbox"/>
(f) Completed Declaration Form (including Present Market Value)	<input type="checkbox"/>	<input type="checkbox"/>
(g) Survey plan (with coordinates by registered Surveyor)	<input type="checkbox"/>	<input type="checkbox"/>
(h) Completed Affirmation Form for owner occupied properties	<input type="checkbox"/>	<input type="checkbox"/>
(i) Bahamian status (first 4 pages of passport) * see note below	<input type="checkbox"/>	<input type="checkbox"/>

**Official Use Only**  
**Additional Info Needed**

Customer Service    Quality Control

- (a) Written letter from owner/duly authorised agent requesting assessment ☐
- (b) Root of Title (showing all the owners) ☐
- (c) Subdivision approval ☐
- (d) Copy of Conveyance ☐
- (e) Copy of Occupancy Certificate (BEC letter of initial supply) ☐
- (f) Completed Declaration Form (including Present Market Value) ☐
- (g) Survey plan (with coordinates by registered Surveyor) ☐
- (h) Completed Affirmation Form for owner occupied properties ☐
- (i) Bahamian status (first 4 pages of passport) \* see note below ☐

**NOTES:** Declarations must be correct in all material details except for "Market Value" See Section 7 (5) of Act. Where an owner fails to make a return he is guilty of an offence and may be liable to a fine not exceeding \$3,000.00. Also, the tax is recoverable up to a period of 10 years in retrospect.

I hereby declare that the information given above is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Declaration of 60% beneficial status for companies

\_\_\_\_\_  
Certified By

\_\_\_\_\_  
Date

\_\_\_\_\_  
**FOR OFFICIAL USE ONLY**

(1) \_\_\_\_\_  
Receiving Officers Signature

(2) \_\_\_\_\_  
Date Received

(3) \_\_\_\_\_  
Quality Control Officer

(4) \_\_\_\_\_  
Date Received

I \_\_\_\_\_, in my capacity as an employee of the Ministry of Finance certified that I have assessed this property as of \_\_\_\_\_ (date) \_\_\_\_\_ (month) \_\_\_\_\_ (year) and has appraised the value of the land to that of \$ \_\_\_\_\_ and the home/improvements to that of \$ \_\_\_\_\_.

Property is registered to \_\_\_\_\_

Assessment # \_\_\_\_\_