# **USER MANUAL**

**PROPERTY TAX CUSTOMER WEB PORTAL** 

#### Contents

2. HOW TO ACCESS THE WEBSITE	
3. HOW TO LOGIN	7
4. PAY TAX	
5. CALCULATE TAX	
PART-1: GENERAL DETAILS	
PART-2: PROPERTY DETAILS	Error! Bookmark not defined.
PART-2: PROPERTY DETAILS PART-3: BUILDING AND TAX DETAILS	Error! Bookmark not defined. 20
PART-2: PROPERTY DETAILS PART-3: BUILDING AND TAX DETAILS 4. SAS FORM SUMMARY OF PROPERTY INFORMATION	Error! Bookmark not defined. 20 25
PART-2: PROPERTY DETAILS PART-3: BUILDING AND TAX DETAILS 4. SAS FORM SUMMARY OF PROPERTY INFORMATION 6. TAX PAYMENT DETAILS.	Error! Bookmark not defined. 20 25 17

# 1. INTRODUCTION

This Application enables property owners to pay their property tax online and allows management of all previously paid taxes/ Tax history. Web application helps the public to pay their property taxes online with ease



# 2. HOW TO ACCESS THE WEBSITE

Users can open property tax website using the below link.

Users need to copy the following URL and paste it into the browser, to launch the website **"Pay Property Tax".** 

URL: www.mccpropertytax.in



# Home page of online property tax payment application



The following details will be visible on the home page:

#### PAY PROPERTY TAX

- 1. View Property Details online.
- 2. Calculate Property Tax to be paid.
- 3. Download and view SAS Form.
- 4. Create a challan for property tax payment or pay online.

### **SEARCH PROPERTY**

- 1. Search Property using Ward Name and Door No.
- 2. View Property details & Owner Information.
- 3. View Tax History with Payment status.

# **REGISTER NEW PROPERTY**

1. In the case of new property registration, users can self-register their property details online.

2. New property details submitted should be reviewed and approved by MCC staff / concerned authorities.

# 3. HOW TO "PAY TAX" ONLINE

On that home page, click on > 'Pay Property Tax'

<u></u>		
Pay Property Tax	Find Your Property	Enroll New Property
Calculate Property Tax Online & Generate Challan for Payment	Search for Your Property Information Online	Register New Property Online & Track Status of Approval by the Department

Enter your10-digit mobile number and click > 'Submit'



After clicking **'Submit'**, user will receive 6-digit verification code (OTP) on their mobile number via SMS.

User need to enter that OTP in a space provided and click > '**Verify'** to login



After successful login, search property will be visible to user. Here we can search property by selecting ward name from the list provided

Search by can be set as "door number" to search by door number.

Enter door number and click > 'Search'

Search pro	perty			
Select Your Ward	Search By	Enter	Door No.	
All Wards	∽ Door No	✓ Ex.	1-43	Q SEARCH
PROPERTY ID	OWNER NAME	DOOR NO.	PROPERTY ADDRESS	

PROPERTY ID	OWNER NAME	DOOR NO.	PROPERTY ADDRESS		
PRP1423466	MUDDU M M Mob :	123-987	123-987, ROAD NOT FOUND, 1, 10, Mangaluru - 575004	PAY TAX	VIEW PROPERTY DETAILS

Search results will show list of properties. User can click on 'Pay Tax' or 'View Property Details' on respective property

# 4. <u>PAY TAX:</u>

Upon clicking **'Pay Tax'** user will be able to view previously paid tax details.

Details available are owner's name, mobile number, door number, property ID

- Full address, Tax payment records-Assessment year, payment status (paid or not paid) and calculate tax.
- Users can calculate the tax by clicking on 'calculate tax'

	TAX PAYMENT HISTORY	× CLOSE
Owner Name MUDDU M M	Mobile Number	
Door No. <b>123-987</b>	Property ID (PID) PRP1423466	
Full Address 123-987, ROAD NOT FOUN	ND, 1, 10, MANGALURU - 575004	
Tax Payment Record(s)		
ASSESSMENT YEAR	PAYMENT STATUS	
2009-10	NOT PAID	CALCULATE TAX
2010-11	NOT PAID	CALCULATE TAX
2011-12	NOT PAID	CALCULATE TAX
2012-13	NOT PAID	CALCULATE TAX

### PLEASE SELECT "YES" IF THE PROPERTY LAND IS CONVERTED

## SELECT "NO" IFTHE PROPERTY LAND IS NON-CONVERTED

Converted / Non-Converted	X CLOSE
Is Property Land Converted ?	/es No

Converted / Non-Conver	ted	X CLOSE
Is Property Land Converted ?	Yes	Νο
Portion of Site surrendered for road widening (Applical relinquishment deed executed) ?	ble if Yes	Νο

IF PORTION OF THE SITE SURRENDERED FOR ROAD WIDENING (APPLICABLE IF RELINQUISHMENT DEED EXECUTED (DAANA PATRA)) CLICK ON 'YES'IF NOT SELCECT**'NO'.** 

- 1. After clicking **>'Yes'**, user should be mention the area surrendered to road.
- 2. Select the number of floors and ground floors.
- 3. Click > '**Proceed'** to continue the process.

Conve	rted / Non-Converted		X CLOSE
Is Property Land Converted ?		Yes	No
Portion of Site surrendered for road relinquishment deed executed) ?	l widening (Applicable if	Yes	No
0.5 Mention the area surrendered to road	<ul> <li>3 </li> <li>Number of Building On Ground Floor</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> </ul>	Proceed PAY TAX	VIEW P

# **5. <u>CALCULATE TAX</u>**

Upon clicking > 'calculate tax', online form will be displayed, where user must enter their property information

Details such as mobile number, email id, property ID, select village, street name / number, Katha number, survey R.S number or survey T.S number, locality / colony name, and pincode.

# **PART-1: GENERAL DETAILS**

1 PART 1 General Details	2 PART 2 Property Details	PART 3 Building & Tax Details	SAS FORM Summary of Property Info		
1. PROPERTY OWNER DETAILS     ADD NEW OWNER					
Owner 1					
First Name	Middle Name	Last Name	Father/ Mother/ Husband's Name		
Muddu	м	м	Ми		
1A. Owner Contact Number		1B. Email-ID			
9879878979		sdsdf@email.com			
Assessment Number		Property ID / PID Number			
PAN0123456		PRP1423466			
<b>Q</b> 2. PROPERTY ADDRESS	;				
Ward No. / Ward Name		Village			
10 (Bunder)	~	Village			
Street Name / Number		Block / Stage / Phase			
ROAD NOT FOUND	~	1			
Door No.	Khatha No.	Survey R.S No.	Survey T.S No.		
123-987	321321321	321321	654654s654		
Locality / Colony Name		Pincode			
Mangaluru		575004			

boor No.	Street Name / Number
123-456	MISSION STREET (MAIN ROAD) - RESIDENTIAL - 5ft OR BELC
lock / Stage / Phase	Locality / Colony Name
1	Mangaluru
ity	Pincode
Mangaluru	564654
is the Property Tenanted ?	NOTE
	Tax Calculation For : OCCUPANCY ( Col. 16 I )
YES	If Property is Self Occupied = 0.5
NO	If Property is Tenanted = 1

Please select the property is tenanted or self-used click 'Yes' or 'No'.

Is the Property Tenanted ?	NOTE
<ul> <li>YES</li> <li>NO</li> </ul>	Tax Calculation For : OCCUPANCY ( Col. 16 I ) If Property is Self Occupied =0.5 If Property is Tenanted =1
📡 4. Tenant Details	+ ADD TENANT

# If 'Yes', user must add tenant details

Please provide details of the Tenant :	
First Name	
First Name	
Middle Name	
Middle Name	
Last Name	
Last Name	
Father/ Mother/ Husband's Name	
Father/ Mother/ Husband's Name	
SUBMIT →	

To continue, user needs to click on 'Next'

# **PART-2: PROPERTY DETAILS**

#### Select the type of property PART 2 2 2 Property Details 5 **Property Details Property Details** 5 Select Type of Property Select Type of Property **Property Types** $\sim$ **Property Types** $\sim$ Select Category Categories $\sim$ Apartment City/Town/Muncipality Commercial-Complex Property Individual Muda Property Housing Board Industry **Converted Lands** Non-Commercial

In case of user select the Apartment or Commercial-Complex, user should select the type of floor.

#### Select the type of category



Select Type of Property	
Apartment	$\sim$
Select Type of Floor	
Floor Types	$\sim$
Cement And Red Oxide	
Mosaic/Ceramic	
Marble Granite	



#### SQ FT

5D Area of the Site in Sq.Ft = ( Col. 5 ) x 435.6 = 2178 Sq.Ft

#### NOTE

In case of Individual Property,

Plingth Factor = ( Col. 6 / Col. 7 ) = 0.76579

#### In case of Apartment,

Specify Undivided Rights [value should be b/w (0-100)%]

9. Use of property	10. RATE OF TAX FOR THE PROPERTY	Y ( AS PER 2008-09)	
RESIDENTIAL V	10A Residential Use	0.5%	
	10B Commercial Use	1.5%	
Is the Property Situated on a "Corner Plot" ?	10C Non-Residential / Non-Commercia	al Use 1%	
⊖ YES			
NO	11 Percentage Enhancement on the pro	operty Tax: <b>15</b>	KNOW MORE
Is the Property "Un-lawful/Temporary Door No" ?			
○ YES	NOTE		
NO	In Case of Corner Plot : Additional Guidance Value of 10% (in R i.e. (Col 128 x 0.10)	ls./Sq Ft)	
Is the Property Situated in a "Slum" ?	In Case of Unlawful Property :		
⊖ YES	In Place of Tax, Penalty shall be Collect	ted	
NO			
Is the Property "Exempted Property" ?			
⊖ YES			
NO			



After entering all the information under the property details, you need to click **'Next'** to continue the process.

# **PART-3: BUILDING AND TAX DETAILS**

#### Here user should added the floor details and submit





# Tax calculation for submitted floor details



### TAX CALCULATION FOR SUBMITTED FLOOR DETAILS

Floor No.	Use Of Property	Year Of Construction	Depreciation Factor as per 2008-09	Construction Type	Market Value Rs/Sq.Ft	50% of Market Value	Built Up Area in Sq.Ft	Occupancy	Taxable CV Of Land in Rs.	Taxable CV Of Building in Rs.	Total Tax For The Floor (as per 2008-09) in Rs.
16 A	16 B	16 C	16 D	16 E	16 F	16 G	16 H	16 I	16 J	16 K	161
Ground Floor	RESIDENTIAL	1990	0.2677	R. C. C, Horned wood door, steel window	880	440	1164	0.5	120733.2278	187527.384	1541.3031
7 PROPERT	Y TAX FOR THE	YEAR 2021-22	2 (Sum of 16M	)						<b>Rs.</b> 24	66.085

# **Property Tax Details**

P	roperty Tax Details	
Cess /	Penalty / Service Charges / Solid Waste Management	Amount in Rs.
18	Property Tax as per Col. 17	2466.085
19	Cess of 26% on Property Tax ( 0.26 x col. 18 )	641.182
20	Rebate of 5% on Property Tax, If Tax Paid with in April 30th ((Col. 18 + Col. 19) x 0.05)	- 0
21	Penalty on Late Payment, If Tax Paid After June 30th, Penalty at the rate of 2% per Month on the Total Amount of Col. 18 and Col. 19	62.145
22	Total Amount Payable ( Col. 18 + Col. 19 - Col. 20 + Col. 21 )	3169.412
23	In case of Unlawful Property in Place of Tax, Penalty shall be collected which is equal to Twice of Col. 18 + Col. 19 ( u/s 12C )	0
23A	Service Charge Payable as per Taxation Rule 7a(1) for the Exempted Properties (25% on Total Property Tax = Col. 22 x 25% )	0
24	Total Property Tax	3169.412
25	Solid Waste Mangement Cess KNOW MORE	960
26	Adjustment (If any)	0
27	Service Charges	35.4
28	TOTAL AMOUNT ( Property Tax + SWM Cess + Adjustment + Service Charges )	4164.812
	Click "Next" to View SAS Form	
	«BACK NEXT »	

To continue, click on **'next'** 

# **4. SAS FORM SUMMARY OF PROPERTY INFORMATION**

RAKESH KUMAR	M (MOS: 636401955			Assessment Your 1999-2021
KISHMA, OPP : DEE KANAIDDYA, SURA KANGALORE - 517	2PAK BAB CHKAL 582	l	o)役	Generated On 12 Jan 2021
Part-1				
1. PROP	ERTY OWNER DETA	115		
Owner No	First Name	Middle Name	Last Name	Father/ Mother/ Husband's Name
1	RAKESH	KUMAR	м	RAJESH
2	NITHIN	KUMAR	A	RAJESH
Owner Contact	No : 9465019555	Email-3D	; moi	hankumar@gmail.com
Assessment No	: 0000	Property 3D /	PID Number : ABG	12563325
2.PRO	PERTY ADDRESS	150	C. C. C.	See.
Ward No. / Ward Name	: 15 KODIALB	AIL Villag	je : DUP	NTS HOSTEL, MANGALORE
Street Name / N	0 : BUNTS HOS	TEL ROAD Block Phase	r/Stage/ : 216 P	1
Door No.	: 15-6-T-302/1	s Surv	ny T,S No. 💠 1	
Khatha No.	:1 (3)	Surv	ry R.5 No. ; 1	
Locality /	: MANGALOR	E Pinos	ide : 579	002
(i) 1 A00	RESS FOR CORRESP	ONDENCE	HIT/A	
Door No.	: 15-6-7-302/1	5 Stree No	t Name J : BUR	NTS HOSTEL ROAD
Block / Stage / Phase	: 216	Local Color	ity / : MAI ny Name	NGALORE
City	: MANGALOR	E Pinos	ide : 575	002
City	: MANGALOR	E Pino	ide : 579	002

narit No	First Name	Middle Name	Last Name
1	NETHON	NUMAR	A
2	лотна	BHASKAR	c
3	EDWIN	JAMES	DSOUZA
r1-2	1		
OL NO.	DESCRIPTION		WALUE
	Property details :		
5	Total Area in Cents		2 Cents
5	Total Area in Sq.ft (Area In	871.11 SQ.FT	
6	Plingth Area (Area of the la	300 SQ.FT	
7	Total Built-up Area of the b	300 SQ.FT	
8	Plingth Factor/Undivided R	1	
9	Property Type		RESIDENTIAL
10	Rate of Tas for the Proper	rty { As per 2008 -09	7
10.A	Property Line Type	RESIDENTIAL	0.5%
11	Percentage enhacement o	an the Property Tax of 2008-09 (u/s 10 Enhancement Year - 2020 -21	2A) 60%
12A	Basic Guidance Value for Street Name :	252000	
	BUNTS HOSTEL RO	AD	

COL NO.	DESCRIPTION	WALDE	Pa
128	Basic Guidance Value for the Site in Rs. per Sty Pt (12A / 435.6)	578.52	
13	Additional Guidance Value of 10% for the Site in case of Corner Plot ( Column 128 X 0.10 )	NIA	18
14	Total Guidance Value (Col. 128 + Col.13.)	579	15
15	50% of Total Guidance Value (1.5 X Col.14 )	290	20
0	TAX CALCULATION FOR SUBMITTED FLOOR DETAILS		
	FLOOR NO : GROUND FLOOR		2
16A	Floor no	GROUND FLOOR	
168	Use of Propaparty	RESIDENTIAL	2
16C	Year of Construction	1940	_
16D	Depreciation factor as per 2008 - 09	0.45284	z
16E	Construction Type	R.C.C.Mosalc floor golden tree	2
16F	Market value Rs. /Sq.Ft	500	
166	50% Maket value Rs. / Ft (0.5 *Col.16F)	250	2
16H	Built up area in \ Sq . Ft	300	2
16	Occupancy (Self occupied only for residential=0.5, tenanted =1	0.5	2
16J	Taxable C.V of land occupied by building in Rs. {16H or SD * Col.15*Col.16*Col.8}	43500	-
16K	Tanable C.V of the Building (16HPCol.16G*Col.16P (1-Col.16D)	20519	
16L	Total Tax for the floor (as per 2008-09) in Rs. (Col.16.) + Col.16K]* Col. 10 A or B or C	320	0
16M	Total tax forthe floor for 201_201_in Rs. {Col.16L* (1+ Col.11)	512	rr R
	Property Tex (201 _ 201 _ ) (Sum of 16M)	Rs. 512	

COL NO.	Cess / Penalty / Service Charges / Solid Weste Management	Amount in R
18	Property Tax as per Col. 17	512
19	Cess of 26% on Property Tax ( 0.25 x col. 18 )	133
20	Rebate of 5% on Property Tax, If Tax Paid with in April 30th ((Col. 18 + Col. 19) x 0.05)	-32
21	Penalty on Late Payment, If Tax Paid After June 30th, Penalty at	NA
	the rate of 2% per Month on the Total Amount of Col.18 and Col. 19	
22	Total Amount Payable (Col. 18 + Col. 19 - Col. 20 + Col. 21.)	613
21	In case of Unlawful Property in Place of Tax, Penalty shall be	N/A
	collected which is equal to Twice of Col, 18 + Col, 19 ( wh 12C )	
234	Service Charge Payable as per Taxation Rule 7a(1) for the Exempted	N/A
	Properties ( 25% on Total Property Tax = Col. 22 x 25% )	
24	Solid Waste Mangement Cess	360
25	Adjustment ()f any)	N/A
26	Service Charge	30
27	TOTAL AMOUNT ( Property Tax + SWM Cess + Adjustment )	Rs. 1003
Declarat I hereby d my know Regulatio	ion : lectare that the details generated above are true and correct to the best of edge and are subjected to the rules insued under the Karratska Municipal ns Act, 1076.	

- Pay Now	- Download SAS Form
	<b>«ВАСК</b>

In this SAS format, users can view a summary of pre-uploaded property information. An option is given to download the SAS form.

# 6. PAYMENT DETAILS

#### CHOOSE PAY NOW AND SELECT BANK OF PAYMENT



SELECT PAYMENT OPTION ONLINE PAYMENT OR CHALLAN.

ONLINE PAYMENT:

- 1. CREDIT AND DEBIT CARD
- 2. NETBAKING
- 3. WALLET
- 4. UPI (GOOGLE PAY AND PAYTM)
- 5. NEFT / RTGS / IMPS



# **CHALLAN / OFFINE PAYMENT**

TAKE THE PRINTOUT OF THE CHALLAN VISIT NEAREST BANK CREDIT THE AMOUNT TO THE MENTIONED ACCOUNT DETAILS

				84	gl i clos	ಕ ಅನ್ನಮಿಸುವ ಚಾಲುಗ್ಗಳ	Maior Da	04530	ಗಳಿಗೆ ಮಾಡ್ರ ಚ	Acuity sale	එයාඑයා	s¢/N	ote : this chaila	n will be	valid for this month of	f chailar	n date in case o	f penalty levial	de items					
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Interest date	Soa GIRISH KU	MAR					ISSUD(1	ici advicto f Owner :	GIRISH KI	UMAR							standted also Name of Owner	GIRISH	NUMAR					
idiautio Mobile no	9678678678	c/i, ID Property I	•	546546	icial YEA	2020-21	Kauto Mobile r		678678678	eA, Prop	ID acty ID	s	46546	YEAR	2020-21		idiautio Mobile no	967867867	Pro	, ID perty ID	54	16546	iditir" YEAR	2020-21
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ಷರ್ಷ: ನಾನು ವೇಲ್ಲಂಡ- ಪೌಕನಿಗಮ	ಸತ್ಯವಾಗಿ ಪ ವಿಷಯ ಪಟ್ಟಿರುಲಿ ಗಳಕಾಯ್ದೆ ಇಡಿದ	ಮಾಡೇಕರಿಸು , ಹಾಖಲಿಸಿರು ತ್ತು, ಆದಕಡಿಂಗ	යුත්දුන්ං ජනාශ්ය වේ_ ජයට	ದರೆ ನನಗೆ ತಿಳಿದಿಂ ಸಿರಿಯಾಗಿದೆ/ಪೂ ದಿ ನಿಯಮಗಳಿಗೆ	ರುವಷ್ಟರ ಗ್ರಾಮಾಗಿ ಒಳವಟ್ಟಿ ಸಹಿ	ದು ಟ್ರಿಕ್ಷೆ ಗಾನು ನೀಡಿದುವ ದೆ ಹಾಗೂ ಕರ್ಗಾಟಕ ಫೆ.	ಷರಣ : ರಷ ವೇಶ ವೇಶ	ಕು	ಸತ್ಮವಾಗಿ ಕ ಹಯ ಪಟ್ಟಿದುಕ ಗಳಾಯ, <b>ಇಗಿ</b> ವ	égénelt ő, enere tak, vel	මාතායුත් වර්තානක ජඩංකාව_	ಯೆಂದರೆ ಮತ್ತಿನ ರತಿಸಿದ	ೆ ನನಗೆ ತಿಳಿದಿನ ರಿಯಾಗಿದೆ/ಪೂ ವಿಯಮಗಳಿಗೆ 1	ಾರಷ್ಟರದ ಇದಾಗಿದೆ ಸಹಿ	ಬಟ್ಟಿಕೆ ನಾನು ನೀಡಿದುವ ಕೆಹಾಗೂ ಕರ್ನಾಟಕ 1	4	ಷರ್ : ನಾನು ವೇಲ್ಲಂಡ ಪೌಕನಿಗದ	ಸ ಕ್ರಥಾಗ ವಿಷಯ ಪಟ್ಟಿ ಗಳಕಾಯ್ಕೆ 100	ಗ ಪ್ರಮಾಣಿ ಎಲ್ಲಿ ದಾಭಾ ಕಮಕ್ಕು ಆಕ	මොඩයුස් එර්සායක කෙයාව_	ೇಕೆಂದರೆ ಇಹಿತಿ ಸರಿ ರಚಿಸಿದ ;	ನನಗೆ ತಿಳಿದಿದು ಯಾಗಿದೆ/ಪೂಡ ವಿಯಮಗಳಿಗೆ ಒ	ನಪ್ಪರ ಮ ಗವಾಗಿದೆ ಕ ಸಪಟ್ಟಿದೆ. ಸಮಿ	ಟ್ಟಿಕೆ ಗಾಡು ನಿರದಿದಂವ ವಾಗೂ ಕರ್ಡಾಟಕ
NOTE: Coll	ecting has to en	ter the challs	n No. in t	their Bank Soft	vare wit	hout fail	NOT	E: Collec	cting has to er	nter the	challan No	. in the	eir Bank Softw	are with	out fail		NOTE: Col	lecting has to	enter the	challan N	o. In thei	r Bank Softwa	e without	t fail

# 7. PROPERTY TAX RECEIPT

After a successful payment, property tax receipt will be visible to the user. Users can download the receipt online

53 PF	ROPERTY TAX / ಅಸ್ತಿ ತರಿ	n
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MANG	DECREPTY TAY DECEMPT	TION
	PROPERTY TAX RECEIPT	
	Section A - Property Tax Details	
ulagoi xioa5; : 2-37-3439/22 Doon/ sarvey No :	chuir : 2020-2021 YEAR :	
Assessment No :	aliver dual <sub>2</sub> : 22339 Chalan No :	Sec.
	Section B - Owner Details	
stredwald allots : RARESH KUMAR Name of Owner :	M circedwated Zwood : NISHD Owner Address : KAMA	A, OPP : DEEPAK BAR IDDYA, SUBATHKAL
destade / risest-dialab : RAJESH Pather's /Husband's Name :	MAN	ALORE - STISES
d.e. xio : \$454015955 Mobile no :	Ward No	LL (EAST)
	Section C - Property Details	
ex0 <sub>2</sub> ID : 13456 Property ID :	s. Alg dagst Digner Soft in Total building area in Soft :	wQ: *
ecuit viceli, : 20/22 Nivelius No :	s.eas, stando didycor Spitz Total lond area in Spitz	1440 = 2814
erd_elevel : CEMINCHCIAL Property type :		
and the state of t		
	Section D - Payment Details	
tell, 804. / Property Ten :	Departs Amount 1120/Departs to 1 201	1290
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ANISH BOOL / SERVICE CHARGE :		30
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