

**GREATER WARANGAL MUNICIPAL CORPORATION**

**APPLICATION FOR OBTAINING MUTATION / TRANSFER OF PROPERTY**

**File No.....**  
(to be generated by CSC)

**A. Applicant Particulars**

1.Circle No. (Revenue Inspector-Wise)	
2.Name of the Applicant	
3.Father's / Husband Name	
4. Postal Address of the Applicant	
5.Contact No.	
6. PTI No	

**B. Purchase / Gift Particulars**

1.Address of the premises seeking transfer of property	
2.Name & Address of the existing property owner (Seller / Donar)	
3. Date of purchase / Gift of the Property	
4.Document details	Regd. Deed No..... Dt:..... (or) Will Deed No..... Dt:
5.In case of Death	Death Certificate / Succession Certificate / Legal Heir Certificate.

**C. Property Particulars**

<b>Details of property for which the applicant seeking transfer of property</b>	
1. House Number	
2. PTIN No.	
3. Plot area	
4. Constructed area	
5. Yearly amount of tax	
6. Property Tax paid up to	
7. Last tax paid Receipt No. and Date	
8. Mutation Fee @ 0.2% of the Document value where it is registered	Demand Draft No. / Receipt No. (WMC) ----- Dated_____ Drawn on _____(Bank)

9. Mutation Fee @ 0.2% of the Market Value where the Mutation Based on Will Deed / Succession Certificate / Legal Heir Certificate etc. (Submit latest market value certificate from the competent authority)

Demand Draft No. Receipt No. (WMC)

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Dated \_\_\_\_\_ Drawn on  
\_\_\_\_\_ (Bank)

**Applicant Undertaking:**

I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies I will be held responsible. Hence, I request you to Transfer the property in my name basing on the documentary evidences.

Date:

**Applicant's Signature  
Name:**

**List of Enclosures:**

- |  |                          |
|--|--------------------------|
| 1. Attested copies of property documents link documents (If Required)            | <input type="checkbox"/> |
| 2. Latest encumbrance certificate  | <input type="checkbox"/> |
| 3. 2 Nos. Non – Judicial stamp paper for Rs.10/- for each copy of document       | <input type="checkbox"/> |
| 4. Undertaking on Notarized Affidavit cum indemnity bon on Rs.100/- stamp paper. | <input type="checkbox"/> |
| 5. Up to date tax receipt  | <input type="checkbox"/> |
| 6. Copy of death certificate / Succession Certificate / Legal Heir Certificate   | <input type="checkbox"/> |
| 7. Mutation Fee @ 0.2% of the document value                                     | <input type="checkbox"/> |

**Office Use Only.**

I have verified the application and the enclosures and the application qualifies for further verification. Thereby it is requested to collect the processing fees of Rs.\_\_\_\_\_.

**Service Centre Executive**