



P.O. Box 388,
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MANKAYANE TOWN BOARD

Attachments:

- Annex 1: Specimen layout for the Valuation Roll
- Annex 2: Suggested coding for the Valuation Roll
- Annex 3: Specimen field data sheet
- Annex 4: Prescribed format for fee proposal

Annex 2: SUGGESTED CODINGS FOR THE MANKAYANE TOWN BOARD VALUATION ROLL

Geographical Index:

Title name	Code
Mankayane Extension 1	
Mankayane Extension 2	
Mankayane Farms	
Remainder of Farm 1264	
Church Township	



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Land use zones:

The following sets out the various land-use zones, which are currently applied to land in the Mankayane urban area. Plans that provide details of land use zones can be viewed at the Mankayane Town Board offices on request.

Residential (low density) (R-1)

Residential (medium density) (R-2)

Residential (high density) (R-3)

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Residential (high density Upgrading) (R-3U)
Agricultural residential (AR)
Central Business District (C-1)
Suburban Commercial (C-2)
Neighbourhood Commercial (C-3)
Highway Commercial (C-4)
General Industry (I-1)
Service Industry (I-2)
Heavy / Noxious Industry (I-3)
Public Facility (PF)
Educational Facility (EF)
Utility Use (UD)
Agricultural Use (AG)
Open Space (OS)
Conservation Area (CA)

Actual uses:

The Consultant should record the actual use that individual plots are used for in the course of their research for the Valuation Roll. The following is a guide to the classifications that should be applied:-

For properties that are used for non-exempt purposes and are therefore taxable (T):

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Vacant (V)	TV
Agricultural (A)	TA
Residential (R)	TR
Commercial (C)	TC
Government Residential	TGR
Government Commercial	TGC
Government Vacant	TGV

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For properties that are used for exempt purposes (X):

Public worship (W)	XW
School (S)	XEF
Public Facility (PF)	XRH
Open Space (OS)	XPF

Note – in some cases an exempt property may only be partially exempt; for example a House of Worship is exempt while the Pastor's house is taxable.

For properties that are owned by exempt organizations (Z)

Ingwenyama / Indlovukazi (N)

- Vacant ZVN
- Residential ZRN
- Commercial ZCN

Ratable status:

The ratable status codes are merely to summarize the type of classification given to the

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property and its owner:

Non-exempt taxable (T)

Vacant	TV
Residential	TR
Commercial	TC

Exempt/non-taxable (X)

Vacant	X
Residential	XR
Commercial	XC

General Note: where plots are under-going substantial improvement works:

Where this is the case the valuer should not anticipate the completion of the works. Instead the value of the plot prior to the completion of the current work should be assessed. The valuer should however indicate in the comments column that the

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property should be subject to a valuation in the following years. General Valuation roll this should be noted by the abbreviation 'SVR'.

ANNEX 3: SPECIMEN FIELD DATA SHEET

Location:

Township _____ - Plot number: _____

Ownership details:

Name of owner (as registered at Deeds Office) -----

Postal address of owner: _____

Tel No. (If possible) : _____

Signature of owner / occupant: _____ -

Property details:

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Area of plot: ----- Area of improved structure -----

Land use zoning (code) ----- Actual use (code) -----

Comments on property that impact on the value (e.g. condition, locality etc)

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Valuation details:

Value of land _____ Value per s.q.m. _____

Value of improvement ----- Value per s.q.m -----

Supporting material:

Diagram showing the situation of the property and the dimensions of the building(s) in sketch form is stapled to this sheet (see overleaf).

Inspected by:-----Checked by:----- (qualified valuer) Date:-----

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