

From :

To

The Commissioner,  
Puducherry Municipality,  
Puducherry-605001.

Sir,

**Sub:** Application for property tax name transfer –Submitted –Regarding.

**Ref:** Property Tax Assessment No.\_\_\_\_\_in the name of  
Tmt./Thiru/Selvi\_\_\_\_\_

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I wish to say that I am the absolute owner in respect of the property mentioned in the property tax assessment under reference cited as per the registered document no.\_\_\_\_\_(sale, settlement, gift, partition, release etc.,) and to request that name transfer may please be effected in my favour in the said property tax record at an early date.

Yours faithfully,

(Applicant's sign)

**Enclosures to be attached:**

1. Self-attested copy of registered document
2. Encumbrance certificate for last 33 years
3. Recent Electric bill
4. Copy of property tax paid receipt for the last year.

**Place:**

**Date:**