City of Johannesburg
Group Finance
0860(joburg)562874
www.joburg.org.za
ratescomments@joburg.org.za

a world class African city

# APPLICATION FOR FULL SETTLEMENT OF THE PROPERTY RATES ACCOUNT (2026-2027)

**CONDITIONS**

1. The company/business/property-owner of the property must apply for settlement of rates in full three months before the start of the financial year.
2. The account must be settled in full for a period of twelve months.
3. The application for settlement of rates in full must be accompanied by proof of ownership.
4. All applicants must ensure that their accounts are up to date before applying:
   a. Where an account is in arrears, a payment arrangement must be entered into with the City's Credit Control department prior to the application being considered.
5. The application must be accompanied by a certified copy of the ID document of the property owner.
6. Property owners that are still awaiting the finalisation of legal processes, such as valuation appeals or reviews, will remain liable for any amounts due to the City once the process has been finalised.
7. The rebate shall be 10% of the annual rates due on your account.
8. If application is submitted on behalf of the property owners by an appointed agent, it must be accompanied by:
   a. Power of attorney on a letter stamped and signed and
   b. Certified ID of both the property owner and the appointed agent or
   c. Copy of the certified ID for delegated official from a company

**NB: All the sections of the application must be completed and required support documents must be attached when submitting the application.**

**NB: If the property owner disposes of or sells the property after making an advance payment, the City will not refund any portion of the advance payment.**

Date of Application: ______________________ Rates account number: | | | | | | | | | |

## Details of the applicant

**Owner name**: ______________________

**ID number**: ______________________

**The position of the person completing the application:** ______________________

**Owner address**: ______________________

**Owners telephone** ______________________ **Cell number** ______________________

**Email address:** ______________________

-

**Company name**______________________

**Company registration**______________________

______________________

**The position of the person completing the application**______________________

**Company address**______________________

______________________

**Company telephone**______________________ **Cell number**______________________

**Email address**______________________

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**NB: The City of Johannesburg reserves the right to verify the authenticity of the information completed in this document.**
**It Is important to note that only a signed form, together with all the relevant required documentation, will be accepted for further processing. Failure to provide the required documentation will result in the application not being considered.**
**If the property owner's municipal account falls into arrears due to non-payment of other services or municipal rates, the Municipality's Credit Control and Debt Collection Policy shall be applied. This will remain applicable even when the property is registered for an advance payment arrangement or receives a rebate.**

### Declaration

Thus, signed and sworn to, before me at ________________________ this_____day of ________________________________________

Name of the applicant: ______________________________________________

Signature of Applicant______________________________________________

### Commissioners of oaths stamp

Stamp of Commissioner of oaths

**This form must be submitted to: Deputy Director (Policy & Revenue Enhancement), Property Branch, City of Joburg, 66 Jorissen Place, Jorissen Street, Braamfontein.**

**Rebate applications will only be processed if the account is not in arrears unless there is a payment arrangement or dispute. Should the customer default on payment arrangement, the City reserves the right to withdraw the rebate. The applicant will be required to submit a new application annually for consideration.**

### For office use:

### Checklist

☐ Proof of ownership such as:
  a. Title Deed
  b. Deeds Office Search
  c. Transfer Attorney Confirmation Letter
  d. Sale Agreement
  e. Other acceptable proof of ownership

☐ If the application is submitted by an appointed agent on behalf of the property owner, it must be accompanied by:
  a. Power of Attorney on a company/property owner letterhead, stamped and signed
  b. Certified copy of the Property Owner's ID
  c. Certified copy of the Appointed Agent's ID

☐ If the property owner is a company:
  a. Certified copy of the ID of the delegated company official
  b. Proof of delegated authority (if applicable)

☐ **Approved amount due:**……………………………………………………………………………………………………………..
*(full year rates minus 10%)*

☐ **Not Approved**

**If not, provide a reason**………………………………………………………………………………………………………………

Officials signature: ________________________________ Designation: ________________________________

Date: _______________________