

CONTACT NO. _____
From:

DATE:

To,
The Sarpanch,
V.P. Sanvordem,
Sanguem, Goa

Sub: Request to issue House Tax Certificate.

Madam/Sir,

I the undersigned, Shri/Smt/Miss. _____
_____ R/o the above address
would kindly request you to please issue House Tax Certificate.

Further I would like to inform you that I require House Tax Certificate for H. No.
_____ at Ward _____ which is registered
in the name of _____ as per the
Panchayat Tax Records.

(Strike the para below if information not required)
Kindly inform from which year the H. No. _____ exists in the Panchayat tax
records and if the transfer of name has happened and whether the house tax is paid till
date. Also mention if the house number is re-assessed in your records.

(Strike the para below if information not required)
Further I would like to inform you that in the Electricity / Water Bill issued for the
said H. No. _____ the details are wrongly mentioned and the same needs to be
corrected. The details of the bill are given below:-
Consumer No. _____ Meter No. _____
Installation No. _____ Installation Year _____

Kindly issue me the said House Tax Certificate required by me to produce _____ to
(Mention Dept.) _____ for
the Purpose of _____.

Kindly do the needful, I oblige.

Thanking You,

Your's Faithfully,

Name & Signature

N.B.
Attach House Tax receipts, Photo Id Proof and Documentary Evidence of Bills.