



Property Tax Reference No. \_\_\_\_\_ Property Address \_\_\_\_\_

Please circle 'Yes' or 'No' in the boxes below.

5. Was the property fit for occupation during the claim period? 1 Yes 2 No

6. Did you carry out works to make the building fit for occupation?  
**(Please provide details of the repair works in separate sheet if space below is insufficient)** 1 Yes 2 No  
 You are required to retain all documentary evidence (e.g. cuttings of newspaper advertisements, bills, receipts, correspondence) for verification purposes.

<u>Nature of repairs</u>	<u>Period of repairs</u>	<u>Cost of repairs</u>	<u>Name of Contractor</u>
_____	_____	_____	_____
_____	_____	_____	_____

7. Did you appoint any housing agent?  
**(If "Yes", please provide details of your housing agent below)** 1 Yes 2 No  
 You are required to retain all documentary evidence (e.g. cuttings of newspaper advertisements, bills, receipts, correspondence) for verification purposes.

Date of Appointment	Name of Housing Agent	Contact No.	Nature of Appointment (see Box A below)	
_____	_____	_____	<input type="checkbox"/>  <input type="checkbox"/>	Box A: Nature of Appointment 1. To let only 2. For sale only 3. For letting or sale
_____	_____	_____	<input type="checkbox"/>  <input type="checkbox"/>	

8. Did you advertise in the newspapers / Internet?  
**(If "Yes", please provide details of Advertisement below)** 1 Yes 2 No

Indicate the nature of advertisement through newspaper / Internet in the box corresponding to that line.  
**The box for Nature of Advertisement must be completed even if details are given in attachment.**  
 Do not attach newspaper cuttings. You are required to retain all documentary evidence (e.g. cuttings of newspaper advertisements, bills, receipts, correspondence) for verification purposes.

	Date	Name of Newspaper / Website	Gross Rent Demanded (\$)	Nature of Advertisement (see Box B below)
1st Advertisement	_____	_____	_____	<input type="checkbox"/>
2nd Advertisement	_____	_____	_____	<input type="checkbox"/>
3rd Advertisement	_____	_____	_____	<input type="checkbox"/>

Box B : Nature of Advertisement  
 1. To let only  
 2. For sale only  
 3. For letting or sale

9. Did you display 'To Let' sign on the premises? 1 Yes 2 No

10. Please fill in the date of letting or occupation, if the property is now tenanted or owner-occupied.

D D / M M / Y Y Y Y

11. If you have contracted to sell your property, please fill in "1", "2" or "3" whichever is the earliest and its corresponding date.

1. Date of option 2. Date of receipt of booking fee/deposit 3. Date of contract of sale	<span style="border: 1px dashed black; padding: 2px;"> </span>
	<span style="border: 1px dashed black; padding: 2px;"> </span> / <span style="border: 1px dashed black; padding: 2px;"> </span> / <span style="border: 1px dashed black; padding: 2px;"> </span> <span style="border: 1px dashed black; padding: 2px;"> </span> <span style="border: 1px dashed black; padding: 2px;"> </span> <span style="border: 1px dashed black; padding: 2px;"> </span> <span style="border: 1px dashed black; padding: 2px;"> </span>

**Section D : Particulars of Agent**

If you have appointed an agent to claim for refund of tax for the vacant period of an unoccupied building, please provide the following information:

Name of Agent: \_\_\_\_\_

Identification No. \_\_\_\_\_ Contact No. of Agent: \_\_\_\_\_

**Section E : Declaration**

**I certify that the information given in this form is true, correct and complete.**

(This form must be signed. A letter of Authorisation from the owner must be attached if the agent signs on his behalf)

Signature/ Right Thumb Print of Owner _____	* Name/Designation of Authorised Signatory _____	Contact No. & Date: _____
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\* If the owner is a company, this form should be signed by an authorised signatory of the company.