

The Comptroller of Property Tax
55 Newton Road, Revenue House
Singapore 307987
Tel: 1800-3568300

**CLAIM FOR REMISSION OF PROPERTY TAX
FOR BUILDING WORKS IN RESIDENTIAL PREMISES**
The Property Tax Act



IMPORTANT:

1. This form may take you about 5 minutes to fill in.
 2. You will need the following information to fill in the form:
 - a) Letter from Architect to certify completion of building works.
 3. All boxes in this form must be filled in.
 4. This claim will be rejected if the information provided is incomplete or unclear.
- All replies on claims will be sent to the owner of the property.
Please read Explanatory Notes below before filling in this form.

Explanatory Notes

You may claim for remission of Building Works in Residential Premises if:

1. The property is **wholly** vacant during the period of building works.
2. Building plans have been submitted and approved by the Building and Construction Authority;
3. The property is owner-occupied for **not less than one year** following the completion of the building works.
4. The owner gives written notice of the building works to the Comptroller **within one month** from the date of submission of building plan.
5. Your claim is to be submitted **within 6 months** after you have occupied the property for one year.

The period of remission is given from the date of submission of building plans or the date you vacated the property, whichever is the later until the maximum period of 2 years or the date of completion of the building works, whichever is the earlier.

Section A: Particulars of Property

House No. _____ Property Tax Reference No. _____
Street Name (please **DO NOT** write the building/estate). _____
Postal Code: _____

Section B: Details of Claim

1. Date you vacated the property for building works. (Day / Month / Year)
(e.g. 01/01/1999) / /
2. Date of Submission of Building Plans
(Please submit your claim form together with a copy of the Lodgement Form or Written Permission issued by URA) / /
3. Date of completion of Building Works. / /
4. Date you occupied the property after completion of building works. / /

Please give your answers in the boxes below. Enter "1" for Yes and "2" for No

5. Did you receive any rent or fees during the claim period ?
6. Was the property continuously owner-occupied for a period of not less than one year following the completion of Building Works ?

Section C: Declaration

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

Name of any owner

NRIC No./FIN No./Passport No. (if applicable)

Signature/right thumb print of owner

Contact No.: _____

Date : _____