Objection to General Valuation

Use this electronic application to submit an Application of Objection to General Valuation. The submission of an Application of Objection to General Valuation has a time limit and may be submitted in accordance with the provisions of sections 70 (d) and 71 (b) (iv) of the Immovable Property (Tenure, Registration and Valuation) Law, Cap 224:

1. Within **six months** from the date of publication of the notification about the holding of a new general valuation in the Official Gazette of the Republic.
2. Within **forty-five days** of the date of written notification which informed the owner of the result of the valuation or the revaluation of the property.

Before completing and submitting the application of objection, the characteristics of the property, both the land and the buildings and units that have been built on it must be carefully checked. In case you find a mistake or omission you should proceed to submit an application correction of error of general valuation, which is free of charge.

After checking the characteristics of the property, as shown in the details of the property, and after making sure that they are fully completed and you disagree with the value of the general valuation of the property, you may submit an application of objection.

CLARIFICATIONS ON THE CONDUCT OF A GENERAL VALUATION

1. For the purposes of the General valuation, the term "value of the general valuation" has the meaning given to it in section 2 of the Law mentioned above. That is, the amount obtained from the conduct of the general valuation or revaluation or revision of the general valuation, which is as close as possible to the market value of the property as at the date of the general valuation.
2. As provided in section 69 (3) of the same Law, in calculating the value of the general valuation it was deemed that the real property was in vacant possession.
3. Where the immovable property is held in undivided ideal shares, according to the provisions of Article 72 (a) of the above Law, during the valuation or the revaluation the property is valuated or revaluated as whole, without taking into account the fact that the property is held in undivided shares .
4. The value of the general valuation is stated on the title deed and concerns the value of the entire property and not the value of your share.

CONDITIONS FOR THE APPLICATION

It is necessary to attach the following information in the application:

1. A valuation report by an approved property valuer and / or the report on the cost of construction / renovation carried out by an expert (e.g. Quantity Surveyor), within the last two years before the date of the general valuation and/or subsequently, and payments' receipts.
2. A copy of the building license, the planning license and the final approval certificate (if applicable).
3. Architectural floor plans.
4. Recent photos of the property, both inside and outside units
5. Further evidence in support of the application

OBJECTION FEES

The fees are calculated according to the value of general valuation, attributable to the share of the applicant and are determined according to the category in which the value of the applicant's share falls within, according to the table below:

Value of the General Valuation of the Property (€)	FEES (€)
1 - 100.000	37,50
100.001 - 500.000	75
500.001 – 1.000.000	150
> 1.000.000	375

RIGHT OF APPEAL

Upon acceptance and examination of the application of objection you will be informed of the result, and the valuation becomes final, unless within thirty days from the date of notification an appeal is filed in the Court, pursuant to the provisions of section 80 of the above law.

SUBMISSION OF THE APPLICATION

It should be noted that a preview can be made of your property in respect of which the deadline for the submission of an application of objection to general valuation has not expired. In order to proceed to completing the application of objection you will need to select from the list of properties, the property in respect of which you want to submit the application.

STAGES OF APPLICATION

The application for registration of the valuation characteristics consists of seven tabs:

1. General Information
2. Property Selection
3. Property Fiscal Characteristics
4. Objection Reason
5. Attachment Data
6. Delivery Method
7. Fee Payment

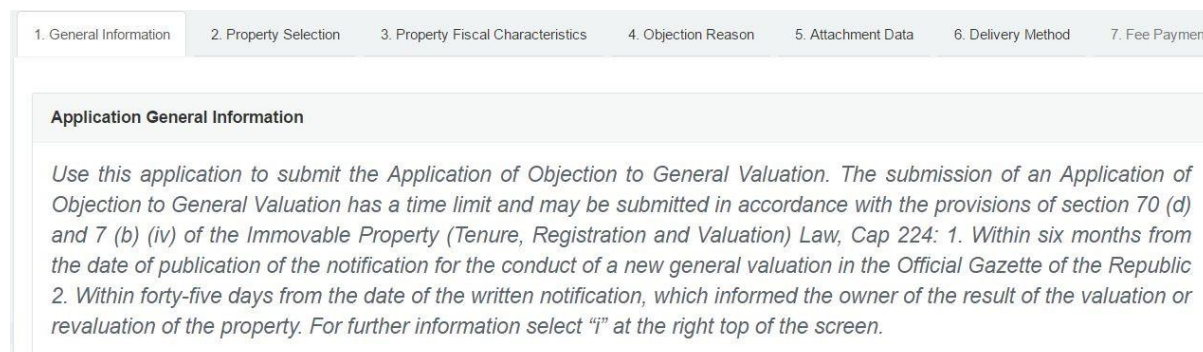## Saving a rough draft of the application

The user can proceed to saving a rough draft of the application, throughout the procedure of completing the application, by selecting the **"DRAFT"** option, which appears at the bottom of the screen, at all the stages of the application. The application will be saved in the system without being completed and an application number will be given. The user can find this particular application in My Applications page and may continue to complete it.

Introduction to the system

With the introduction of the user to the System the page **"Dashboard"** automatically displays, which shows the available electronic applications. From the application list the user selects the application **"Objection to General Valuation"** and opens the application.

1. General Information

Tab 1 **"General Information"** includes a brief description of the application.

Use this application to submit the Application of Objection to General Valuation. The submission of an Application of Objection to General Valuation has a time limit and may be submitted in accordance with the provisions of section 70 (d) and 7 (b) (iv) of the Immovable Property (Tenure, Registration and Valuation) Law, Cap 224: 1. Within six months from the date of publication of the notification for the conduct of a new general valuation in the Official Gazette of the Republic 2. Within forty-five days from the date of the written notification, which informed the owner of the result of the valuation or revaluation of the property. For further information select "i" at the right top of the screen.

2. Property Selection

The user in order to proceed to the selection of the property on which he will work , he must go to tab 2 **"Property Selection"**.

| 1. General Information | 2. Property Selection | 3. Property Fiscal Characteristics | 4. Objection Reas |

Property Owner

Person * ◯ ΜΙΧΑΗΛ ΑΝΤΩΝΙΟΥ
         ◯ Agent

When the user goes to the **"Property Selection"**, the system will present the properties registered in his name and of which the deadline for submitting an objection against the general valuation has not expired.

If the user, in addition to his the personal property has also Power of Attorney or is the Administrator of the property of another person, the system shows two types of users:

• The user who is already connected to the system

• The Agent

The user selects one type of owner of the property, by selecting the corresponding field.

If the user selects his own connected user, the system will present the properties registered in his name, for which the deadline for the submission of an application of objection against the general valuation has not expired.

If the user selects "Agent", then the system automatically displays the field "Person to represent".

From this field, the user selects the person he represents.

Property Owner

Person * ◯ ΜΙΧΑΗΛ ΑΝΤΩΝΙΟΥ
         ⦿ Agent

Person to   ΑΝΔΡΟΥΛΑ ΑΝΤΩΝΙΟΥ   ▾
Represent

Once the person is selected, the system shows all properties recorded in the name of the specific person, in respect of which the period for submitting an application of objection to general valuation has not expired.

Please select a property from the catalogue

| ▼ Filters | ↻ |

| Please select District ▼ | Please select Municipality ▼ | Please select Quarter ▼ |

| Parcel No | Registration No | ▼ Filter |

The list of properties shown below includes ONLY your property for which you have the right to Object.

	Property Type	District	Municipality	Quarter	Parcel No	Registration Block/Number	Price 1980	Price 2013	Expire Date
+	FIELD	Nicosia	AGIOS IOANNIS		277	0/142	1.537,74 €	43.500,00 €	12/06/2017
+	FIELD	Nicosia	LAGOUDERA		976	0/4752	34,17 €	16.100,00 €	12/06/2017

Note:

*If you find that some of your real estate does not appear in the "**List of Properties**" while they should appear in the list, if they fall in the period for submission of an objection, you may contact the relevant District Land Office where the property is located for more information about the procedure of submitting an Objection to General Valuation before the expiry of the deadline.*

*Your properties that do not appear in the "**List of Properties**" are registered in the Department of Lands and Surveys with different identification number than the number of your identity card.*

This number is an identification number, which is used in place of an owner's real identity card, where this is unknown. Continuous efforts are being made to replace those numbers with real identity cards. The contribution of citizens in this effort is both important and valuable.

*You may use the online service "**Property Declaration**" to declare your properties which do not appear in the "**List of Properties**". In such a case an investigation will be made by a competent officer of the Lands and Surveys Department, and you will be informed accordingly.*

From the results list, the user selects the property on which he wishes to work. If a property is selected for which there is an open application file to correct an error in the General Valuation, the system displays a warning message to inform the user.

Immediately after the selection of the property the system displays a warning icon, with the following message:

NO: The system will not process the application.

YES: The system will show the information concerning the property selected by the user and proceeds automatically to tab 3 "Property Fiscal Characteristics".

3. Property Fiscal Characteristics

This tab shows all the characteristics of the property chosen by the user. The first screen contains the following fields:

Property Details

The tab shows the details of the property as they appear in the title deed.

	Property Type	District	Municipality	Quarter	Sheet	Plan	Parcel No	Registration Block/Number	Price 1980	Price 2013	Expire Date
+	BUILDING SITE	Nicosia	DIMOS LAKATAMEIAS	ARCHANGELOS/ANTHOUPOLI	30	11E2	2747	4/2919	35.880,63 €	194.800,00 €	18/06/2017

General Parcel Information

General Parcel Information		
Sub Property Kind	Extend	
BUILDING SITE	521	👁 Details

This field concerns the land characteristics. By selecting **Details** the user can see the characteristics of the parcel.

General Building Information

General Building Information						
Registered	Registration Date	Building Name	Building Id	Sub Property Kind	Mark For Deletion	Comment
	19/05/2014		12972412	BUILDING		👁 Details

The field **"General Building Information"** shows all the buildings existing on the property, i.e. the existing buildings which are recorded and created in the L.I.S., both legal and fiscal buildings, if any.

Detailed Building/Unit Information

Registered	Registration Date	Unit Subproperty Id	Sub Property Kind	Common Share	Building Id	Building Name	Mark For Deletion	Comment	
	15/05/2014	12972414	SEMIDETACHED RESIDENCE		12972412				👁 Details
	19/05/2014	12972416	INCOMPLETE UNIT		12972412				👁 Details

In the field **"Detailed Building / Unit Information"** shows all existing units which are recorded and created in L.I.S. both legal and fiscal units. If there are no units created the field appears blank.

Characteristics of the Parcel

General Parcel Information

General Parcel Information		
Sub Property Kind	Extend	
BUILDING SITE	521	👁 Details

This field concerns the land characteristics .By selecting **"Details"** the user may see the characteristics of the parcel.

Parcel Details

Parcel Details	
Sub Property * Kind	BUILDING SITE ▼
Actual Use	BUILDING SITE ▼

Additional Characteristics

Additional Characteristics

	Current Value
Access Type	REGISTERED ROAD ▾
ROad Site Relation	ONE SIDE ▾
Parcel Road Level	▾
Parcel Shape	REGULAR ▾
Parcel View	▾
Parcel Environment	▾
Parcel Obstancle	▾
Parcel Nuisance	▾
Additional Information	

← Back

There follow the characteristics of the parcel which are registered in the L.I.S. The current value is blank where one of the characteristics is not maintained in the L.I.S.

The characteristics of the property which are taken into account for the purpose of determining the value in the general valuation are the following:

Access Type: It indicates the type of property access (e.g. None, registered road, pathway, registered non- asphalted, non- asphalted , non-registered road, right of way, other).

Road site relation: It indicates the applicable relationship with the road, e.g. none, from one side, corner /privilege etc.

Parcel road level: It indicates the relation of the property with the level of the road e.g. level to land, below land, over land etc**.**

Parcel shape: It indicates the shape of the parcel.

- **Regular:** The shape does not cause any problems to the development or use of the property. Usually plots with regular shape are described as those having a square or rectangular shape.

- **Irregular:** The shape of the property does not cause major problems in its use and development.
- **Very irregular:** Due to the shape, the use and development of the property is problematic.

    Parcel View:
- **Restricted**: Where there are obstacles which impede the view, for example, the property is at a much lower level than adjacent plots.
- **Standard:** Units with no view attracting interest.
- **Premium**: Units overlooking a forest or having unobstructed views of the surrounding area.
- **Sea:** Units adjacent to the beach or having direct sea view.
- **Spectacular**: Units which have a unique, unobstructed view, combining mountain and sea.

Parcel Environment: It concerns information about the surroundings of the property. A green area may be a public green area or a forest. Private plots with plantations etc are not recorded.

Parcel Obstacles: Indicate the obstacles existing on the property, such as caves and high voltage cables.

Parcel Nuisance: It concerns cases where there are intrusions near the property, such as proximity to an EAC sub-station and electricity pylons.

After checking the valuation characteristics, the user activates the option **"Back**" and is transferred back to the previous screen.

Characteristics of Building and Units

General Building Information

General Building Information							
Registered	Registration Date	Building Name	Building Id	Sub Property Kind	Mark For Deletion	Comment	
	19/05/2014		12972412	BUILDING			👁 Details

The field **"General Building Information**" shows all the buildings existing on the property, i.e. the existing buildings that are registered in the L.I.S., legal and fiscal buildings, if any.

 If there are no created buildings this field appears blank.

Detailed Information of Building/ Unit

Detailed Building/Unit Information

Registered	Registration Date	Unit Subproperty Id	Sub Property Kind	Common Share	Building Id	Building Name	Mark For Deletion	Comment	
	15/05/2014	12972414	SEMIDETACHED RESIDENCE		12972412				👁 Details
	19/05/2014	12972416	INCOMPLETE UNIT		12972412				👁 Details

The field **"Detailed Information on the Building / Unit"** shows all existing units which are recorded and created in the L.I.S., legal and fiscal units. If there are no units created the field appears blank.

Procedure for checking the building and the unit

Once the user selects the building at the bottom of the screen only the units that belong to that building are shown. With the selection of the building the function **"Details"** appears both in the building and in the units.

Details: With this option the user can see the characteristics of **"Current Value"**, i.e. the features that are recorded in the L.I. S.

Checking the Characteristics of the Building

By activating the option **"Details"** in the building, the user is transferred to a new screen showing the following fields:

Details of the Building

Building Details

Sub Property Kind *   BUILDING ▼

Actual Use   ▼

Additional Building Characteristics

The following characteristics of the building are displayed:

Building Name: Where a name was given to the building, the name should be recorded. When there are more than a buildings in the plot the orientation of the building should be recorded –e.g. West.

Building No of Units: The total number of units present in the building (i.e. the total number of apartments, offices, shops, homes, etc. existing in the building).

Additional information: Other information concerning the building should be recorded in free text.

By activating the option **"Details"** in the unit, a new screen opens which shows the following fields:

Details of the Unit

The following types of units have been established:

- **HOUSING UNITS** includes Houses and Apartments
- **COMMERCIAL UNITS** includes Shops, Offices, Garages and Showrooms etc.
- **INDUSTRIAL UNITS** includes Laboratories, Industrial Warehouses, Factories, etc.
- **PUBLIC SERVICES AND ORGANISATIONS OF PUBLIC INTEREST** includes the Police, Forest, Fire Stations, Electricity Substations, Broadcasting and Telecommunication stations.
- **COMMUNITY SERVICES** includes Schools, Kindergartens, Public Nurseries, Orphans' Homes, Gyms, Sports Halls, Hospitals and Clinics.
- **RECREATION AND ENTERTAINMENT** includes Museums, Cinemas, Theatres, Libraries, Cafeterias, Restaurants and Recreation Centers.
- **FARMING UNITS** includes livestock premises, pens for farm animals etc

Unit Actual use: It is the description of the actual use of the unit according to the local situation, if different from the permit issued.

Additional Characteristics

The characteristics of the unit "Current Value", i.e. the characteristics recorded in the L.I.S. are displayed. Current Value is blank in case one of the characteristics is not maintained in the L.I.S.

The characteristics of the unit which are taken into account in determining the value of the general valuation are the following:

Unit Year Built: In the field year of construction, the year of construction of each unit should

be recorded. This is very important.

Unit Class: The category of the unit will be determined after making an evaluation of the characteristics of the unit, in combination with the amenities and functionality of the interior spaces and the description applicable for the category of the unit is recorded. The category is divided into the following classes:

- **Luxury**: This category covers units which are made with very expensive and quality exterior materials (stone, marble). Usually they have a swimming pool and large landscaped areas. Mostly, their area is more than 350 m with special architectural design and they are built on large plots of land.

- **Category A**: covers units which are made with very good quality materials. They are usually independent and semi-detached houses and apartments that are of the same level of quality with the aforementioned types of residence. They are units which are usually designed to provide functional living spaces and amenities.
- **Category B:** covers units which have been built with more conventional materials. The workmanship and materials are good to moderate. This category usually includes row of houses or standard housing estates.
- **Category C**: covers units where the materials, both internally and externally, are of low quality.
- **Category D**: covers units constructed with outdated and poor materials and units having a low economic value.

Unit Condition: The field condition of the unit concerns the physical condition of the unit and its level of maintenance. One of the following four main categories is recorded:

- **Very good**
- **Good** (well preserved)
- **Moderate** (good but with some shortcomings identified).
- **Poor** (facing serious problems)

Unit Frame Type: One type of frame is selected for each unit. If it is built with stone or mud bricks, or reinforced concrete (concrete and iron). If it is prefabricated the metallic or wooden frame is recorded.

Unit View Type: The description corresponding to the unit should be selected, namely:

- Restricted: Where there are obstacles impeding the view, for example, the unit is the in the sub-basement.
- Standard: Units with no view attracting interest.
- Premium: Units overlooking green areas, or forest or having unobstructed views of the surrounding area.
- Seaview: Units adjacent to the beach or having direct sea view.

- Spectacular: Units which have unique, unobstructed view, combining mountain and sea.

Unit Refurbished Type: Select the type of renovation: complete or substantial.

Unit Refurbished Year: The field year of renovation should be completed where there has been complete or substantial renovation. Complete renovation is deemed to be when about 70% of the construction has been replaced and substantial renovation when about 50% of the structure has been replaced

Unit Floor number: Please enter the floor number where the entrance of the unit is found. (e.g. 3rd)

Flat number: The door number, if applicable, is recorded. Where there are more than one unit in the same building, in the field **orientation of the unit**, the orientation of the unit (e.g. west, middle, east, etc.) is shown.

Unit floor total number: The total number of floors in each unit is shown.

Unit Disability: Problems that have been observed in the shell, masonry and other parts constituting the unit, such as caving, cracks, rot and moisture are recorded. It is understood that in order to record any of the above, as a problem, it should be observed extensively in the largest part of the unit.

Extent of the unit

Depending on the use of each unit, the areas should be entered in square meters, separately for each area of the unit, e.g. walled area, mezzanine, auxiliary room, covered verandas in the respective field.

- **Enclosed Extent** is the total interior space of the unit**.**
- In the case of **shops,** enter the area in the **"Walled Area",** only where the shop consists of ground floor only. The extent of the mezzanine should be entered separately in the respective field, **"mezzanine".** If the shop consists of several floors then the extent should not be entered in the "Walled Extent", but for each floor separately ("ground floor", "first floor", "other floors").
- The extent of verandas should be entered separately in the respective fields of the units.
- **"Unit parking place number":** Enter the number of parking spaces belonging to the Unit, not their extent.
- The extent of semi-basement, basement, outbuilding, ancilliary and pool should be entered separately in the respective fields of each unit only where they belong to the specific unit.

- Where part of shed or basement is used as parking places, the **number of parking spaces** should be entered in corresponding field. The position where the parking spaces are found should not be calculated in the extent of the shed or the basement.

Dimensions of the shop: Concerning shops please enter the facade and the depth which can be measured from the floor plan or on the spot.

Unit access relation to road: Enter the applicable relationship, i.e. whether it abuts road from one side, or is on the corner etc. Where the shop is inside the building, that is it has no facade on a public road, enter **"Interior Shop".**

The **height of the industrial unit (unit eaves height)** should be entered in meters, i.e. the distance from the ground to the highest point of the roof.

Once the user has completed checking the valuation characteristics and finds them correct, he should continue with the completion of the objection application. If errors or omissions are spotted in the valuation characteristics, then he should return to the "Dashboard" and from the "Application List" he should select the Application of "Correction of Error of General Valuation".

4. Objection Reason

Then the user, after examining all the valuation characteristics of the property, selects the tab 4 **"Objection Reason**", stating the reason for objecting. On this page the applicant should select the year of objection e.g. General valuation of 1980 or 2013.

1. General Information	2. Property Selection	3. Property Fiscal Characteristics	4. Objection Reason	5. Attachment Data	6. Delivery Method	7. Fee Payment

Property Details

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel No	Scale	Registration Block/Number	Location	Extend	Share
BUILDING SITE	Nicosia	DIMOS LAKATAMEIAS	ARCHANGELOS/ANTHOUPOLI	30	11E2	4	2747	1:2500	4/2919		521	1/1

Objection Details

General Valuation Year *
  ○ 1980 (35.880,63 €)
    User Manual
  ○ 2013 (194.800,00 €)
    User Manual

Objection Reason * Description   [Please select Objection Reason Description]

Objection Reason *   [   ]

The user selects the General Valuation to which he objects and at the top of the screen the following message is displayed:

The charges have been calcualted. Please proceed with the Objection Reason, the descroption of the reason and then proceed to the next step
1. General Information   2. Property Selection   3. Property Fiscal Characteristics   4. Objection Reason   5. Attachment Data   6. Delivery Method   7. Fee Payment

In the field **Objection Reason** the selection one of the following options is mandatory:

- Modify area
- High Valuation
- Low Valuation
- Other Reasons

In field **"Objection Reason"** you can enter in free text any information that may help in the examination of the objection.

5. Attachment Data

In case the user will proceed with the submission of an application of objection, in tab 5 "Attachment Data" he must attach documentary evidence in respect of the application.

The display shows the following options:

- **Upload File:** The user can upload a file from the Browser.
- **Upload Folder:** The user can upload the files in a folder from the Browser.
- **Attachments:** The user can see the attachments he has uploaded and the creation date of each file.
- **Delete:** The user can delete an attached file

It is emphasized that it is necessary to produce the following files:

- A valuation report by an approved property valuer and / or a cost report for the construction / renovation prepared by an expert (e.g. Quantity Surveyor), within the last two years before the date of the general valuation or after that date or payment receipts.
- A copy of the building license, the town planning license and the final approval certificate (if applicable).
- Floor plans of architectural plans.
- Recent photos of the property, both inside and outside the units
- Other evidence in support of the application

6. Delivery Method

To complete the application, the user selects the tab 6 **"Delivery Method".**

He selects the "Postal Delivery" and registers the address to which he wishes to receive the notification of the result of the examination of the objection.

7. Fee Payment

After the user enters his postal address, he selects tab 6 **"Payment of Fees".** This page shows all the information concerning the payment of fees.

The fees payable for the objection are calculated according to the value of general valuation, attributable to the share of the applicant and are fixed according to the category in which the value of the applicant's share comes under, as shown in the table below.

Value of the General Valuation of the property (€)	Fees (€)
1 - 100.000	37,50

100.001 - 500.000	**75**
500.001 - 1.000.000	**150**
>1.000.000	**375**

Payment Details

Application
Application Type: OBJECTION TO GENERAL VALUATION
Create Date: 11/05/2017
Status: New

Submitted By: I
Authorised ID Number: 0...........
Applicant ID in DLS: 4.........
Phone Number: 9
Email: s

OBJECTION TO GENERAL VALUATION

#	Price From	Price To	Range Fee	Price
1	100001	500000	75,00 €	75,00 €
			Total	75,00 €

Pay

The user proceeds to the payment of fees for the Objection in the option **"Pay".**

By selecting **"Pay"** the system displays a message with which the user is called upon to decide whether he wants to proceed with the payment of the application:

Are you sure you want to proceed with Payment?
Please note that you will be redirected to JCC to finish the payment

YES   NO

No: The request is not completed and information on payment remains on the screen.

Yes: The system transfers the applicant to the JCC Payment System to complete the payment of the application.

The user enters the payment card details and if everything is correct the application is submitted successfully.

Upon completion of the payment, an application number is given and the details of the application are shown to the user.

From this page the user is able to print the confirmation that he has submitted the application, using the option **"Print",** which appears at the top right of the screen.

The printing window appears and the user prints the confirmation.

Temporary saving of the application (Draft)

The user before the payment can proceed with saving a draft of the application by selecting the **"Draft"** option which appears at the bottom of the screen. The application will be saved in the system without being completed and an application number will be given. The user may find this application on page My Applications and complete it.

Viewing the details

The user has the option to review the details of his application in two ways:

1. By selecting **"My Applications"** shown on the left side of each screen.
2. Immediately after the payment by selecting directly the number of electronic application from the confirmation of the submission screens.