

Date: 09.06.2022

Owner Name update In PT Module

Step 1: Search the Property in the Property Search card, details of property is displayed

The screenshot shows the 'Property Tax' search interface. The left sidebar contains navigation options: 'Add New Property', 'Property Search', 'GIS', and 'Reports'. The main area is titled 'Property Tax' and has three tabs: 'Search Property', 'Search Application', and 'Triennial Assessment'. The 'Search Property' tab is active, showing a search form with the following fields: 'CB+' (dropdown menu with 'St. Thomas Mount' selected), 'Owner Mobile No.' (text input with '+91 | Enter your mobile No.'), 'Unique Property ID:' (text input with 'PTCB-STM-2021-05-19-001011'), 'Old Property Code /PTIN' (text input with 'Enter Old Property No. / PTIN'), 'ABAS Property ID' (text input with 'Enter Existing Property ID'), 'Owner Name' (text input with 'Enter Owner Name'), and 'Building/Colony Name' (text input with 'Enter building/colony name'). Below the form are 'RESET' and 'SEARCH' buttons. Below the form is a table of search results for properties (1).

Property ID	Owner Name	Guardian Name	Old Property Code /PTIN	ABAS Property Id	Address	Status
PTCB-STM-2021-05-19-001011	G.M.M. and Co. Ltd	Guardian	P00007	PSTMWD-4BLOCK-01000007	6 and 6-A,G.S.T. Road,G.S.T. ROAD - Ward No. 4,stm	Active

Step 2. Select the Property ID, Property Information Page is displayed

The screenshot shows the 'Owner Details' page for the selected property. The page has a 'View Transfer History' link and a 'TRANSFER OWNERSHIP' button. The owner details are as follows:

Name	Parent/Spouse/Guardian Name	Gender	Type of Ownership
G.M.M. and Co. Ltd	Guardian	Male	Single Owner

Additional fields include:

Mobile No:	Email	Special Category	Correspondence Address
8056019888	NA	None of the above	NA

The 'Mobile No:' field is highlighted with a red box and has an 'Edit' button next to it. Below the owner details are sections for 'Documents', 'Payment History', and 'Application History'.

Step 3. Click on Edit: Update Mobile No or Owner Name Page is displayed

Update Mobile No or Owner Name ×

Owner Name G.M.M. and Co. Ltd	Current Mobile No. +91 8056019888
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Mobile No.
+91

Name

Identity Proof
Only .jpg,.png and .pdf Files. 5 MB max file size

Step 4. Update the required details and click on Update: Updated successfully message will be displayed.