

**COLOMBO MUNICIPAL COUNCIL  
MUNICIPAL ASSESSOR'S DEPARTMENT**



**CHECK LIST - REGISTRATION OF OWNERSHIP**

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| <b>1 Covering letter of the Attorney-At-Law / Notary Public</b><br>[Address and Rubber Stamp]  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2 Devolution of Title Deeds / Pedigree</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Signature and stamp of Attorney-At-Law / Notary Public   | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Period - Past 30 years<br>IF;  | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Condominium Property - From the date of Deed of Condominium Declaration   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Government Grant/ NHDA/ CMC (With the lease period if any) - from such date  | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Final decree of Partition case - From such date   | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Details of the Deed<br>[Nature of the Deed, Deed Number, Date of the Attestation, Name of the Notary Public]   | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Details of the survey plan<br>[Survey Plan Number, Date of the Survey Plan, Name of the Surveyor, Extent / Floor area,<br>Lot number / Condominium Unit number]  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3 Certificate of the Attorney-At-Law / Notary Public</b><br>[Complete the certificate at the reverse of the AT form and sign placing rubber stamp]  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4 Abstract of Title Deed Form</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Duly filled Abstract of Title Deed form issued by the Assessor's Department<br>[Typed or filled in legible hand writing]   | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Certified and signed by the Attorney-At-Law / Notary Public placing rubber stamp   | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Details of Survey Plan should be entered in the Boundaries and Extent column:<br>[Survey Plan Number, Date of the Survey plan, Name of the Surveyor, Boundaries,<br>Lot nuber / Condominium Unit number, Extent / Floor Area, Servitudes (if any)<br>Details of Re-Survey plan (if any)] | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Assessment Number and Consideration  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5 Copy of the Deed</b><br>[Deed relevant to the present owner - Registered in the Land Registry]  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6 Copy of the Survey Plan</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Clear copy identical to the size of the original plan with the Schedule of Boundaries   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Condominium Plan -<br>[Relevant pages with registered stamp of Condominium Management Authority ,<br>Boundaries and Extent schedule]   | <input type="checkbox"/> | <input type="checkbox"/> |

Date: .....

Signature: .....