



## TRINIDAD & TOBAGO – October 2021

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### How to Complete Your Valuation

Every person in possession of residential land, commercial land, agricultural land or a combination of any of the above (mixed use) in Trinidad and Tobago is required to furnish a Return containing the particulars outlined by the Commissioner of Valuations.

Here is a list of Frequently Asked Questions for the requirements and overall process.

Why do I need to complete the Valuation Return Form?

The Commissioner of Valuations requires that every person in possession of residential land, commercial land, agricultural land or a combination of any of the above (mixed use) in Trinidad and Tobago furnish a Return containing the particulars required by the Commissioner of Valuations on or before 30th November 2021.

Note however, the Commissioner of Valuations office also advised if you submitted a Return previously AND a site visit was conducted for your property by a Valuation Division Officer, you are not required to submit a Return at this time.

If however, you submitted a return previously and a site visit was not conducted for your property by a Valuation Division Officer, you are required to complete the Return form and submit to the relevant Valuation Division Offices.

Will TTMF be completing the form on my behalf?

As a proud homeowner it is your responsibility to complete the form and provide the required documents to the Valuation Division.

Where can I get the Valuation Return Form?

The Ministry of Finance has advised that the Valuation Return Form (VRF) will be delivered to property owners via TTPOST. Forms can be collected from any Valuation Division office or downloaded from the Ministry's website: [www.valuationdivision.gov.tt](http://www.valuationdivision.gov.tt).

What information do I need to complete the form?

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The documents required are:

Copy of One (1) National Identification document of Owner and/or Occupier

National Id Card: Front and Back Required

Driver's Permit: Only Front Required

Passport: Only Bio Data Page Required

WASA Bill addressed to the property for which you are filing this Return. Only the first page with the Address and other property details is required.

Title Document (e.g. Deed or Certificate of Title) (if available)

Two (2) Photographs of the subject Property – *Take photographs from the roadway and if this is not possible then photographs taken from inside the wall would be accepted.*

Front View: ensure that the full extent of the front of the main dwelling unit is visible (where physically possible)

Side View: Ensure the full length of the Main Dwelling Unit is visible (where physically possible)

If your property lies behind a high wall, kindly capture a picture of your property from inside the wall, if physically possible. If not, an image captured from a suitable curbside point will be accepted.

Building Plans (if available)

Survey Plan (if available)

Rental/Lease Agreement (As applicable, if available)

What do I do after completing the form?

You are required to complete the Valuation Return Form and submit it to any office of the Valuation Division.

Returns can be completed and submitted either online using the website or delivering the hard copy to the Valuation Division Office. Returns completed manually with attachments are to be placed in a sealed envelope with the name of the owner/occupier, residential address of the owner/occupier, telephone contact and email address clearly written on the envelope. The envelope is to be deposited in any of the drop boxes located at the Valuation Division Regional Offices or Municipal Corporations listed.

What are the next steps after I have submitted the return?

Once the forms are processed, customers will be contacted by the Valuation Division Officers either by mail, email or telephone and provided with the Property Identification Number (PIN) assigned to the property. Each property will be assigned one PIN.

What is the Property Identification Number?

A Property Identification Number or PIN is issued for every property on the Valuation Roll. It is the unique identifier for each property.

Who is responsible for valuing my property?

The technical and professional staff of the Valuation Division. This will be done at no cost to the property owner.

How will I know when the Field Assessor is coming to visit my property?

Based on the documents you have submitted, if it is determined that a physical assessment of the property is required, a representative from the office of the Commissioner of Valuations will contact you.

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Is it mandatory for property owners/occupiers to complete a Return and submit the Return to the Valuation Division?

Yes. In accordance with the Public Notice issued pursuant to Section 29 of the Valuation of Land Act, Chap. 58:03 of the Laws of the Republic of Trinidad and Tobago, every person in possession of residential land, commercial land, agricultural land or any combination of the above (mixed use) in Trinidad and Tobago is required to furnish to the Commissioner of Valuations a Return containing the particulars required by the Commissioner of Valuations on or before November 30, 2021.

TTMF pays the WASA bill on my behalf, can I get a recent receipt from you to submit with the Valuation Return Form?

Although we have been making and can confirm the payments to your WASA account, individual receipts are not available. We can however provide your WASA account number so you can visit any of WASA's office to get an updated bill at a cost of \$11.25, to submit with your Valuation Return Form.

May I get a copy of my deed or Certificate of Title (Title Documents)?

We can provide a copy of your title documents via email within ten (10) working days. Submit your request for a Deed or Certificate of Title (Title Document).

I had a mortgage with TTMF, and I would like to get a copy of my deed?

We will review our records to determine whether we still have a copy of your deed available and will advise you accordingly. You may however visit the Registrar General's Department at the Certified Copies counter to request a copy of your deed. The Registrar's General Office is located South Quay, POS.

Can any representative from TTMF assist with filing the online return?

For further assistance with the filing of your return you can send an email to [valdivhelp@gov.tt](mailto:valdivhelp@gov.tt).

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