



## PROPERTY SEARCH REQUEST FORM

### Section 1 – Applicant(s) Details (All sections below are mandatory. Searches will be provided via email)

Applicant's Name:	
Postal Address:	
Reference:	
Email Address:	
Phone Number:	

### Section 2 – Property Details Requested

**If more than one parcel of land is being purchased by the same entity with the same date of possession, please contact Council's Rates and Revenue Section *before* submission to ensure that the property search results are accurate.**

Property Description (Lot & Plan/s):			
Property Address:			
Vendor:			
Purchaser:			
Anticipated Settlement Date:		Improvements:	

### Section 3 – Certificates Requested

**Important:** All Searches need to be received by midday for that day to be included in the timeframes mentioned below. If received after midday, the first day of the time allocated will begin the next business day.

Tick	Type of Search	No of Days	Includes	Excludes	Amount
<b>Rates –</b> The change of ownership fee of \$16.50 is calculated in the total, where it is noted as included. This is refundable if settlement does not occur.					
	Standard Search	7 business days	Rates, water reading, zoning details & change of ownership fee		\$204.50 (per property)
	Urgent Standard Search	3 business days	Rates, water reading, zoning details & change of ownership fee		\$262.50 (per property)
	Search Only	7 business days	Rates, zoning details & change of ownership fee	Water Meter Reading	\$91.50 (per property)
	Urgent Search Only	3 business days	Rates, zoning details & change of ownership fee	Water Meter Reading	\$120.50 (per property)
	Water Meter Reading	7 business days	Water meter reading & zoning details	Rates & change of ownership fee	\$155.00 (per property)
	Urgent Water Meter Reading	3 business days	Water meter reading & zoning details	Rates & change of ownership fee	\$213.50 (per property)

	Trade Waste	5 working days	Pretreatment device information: adequate / upgrade required / to be installed		\$120.00 (per business)
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**Privacy Statement:** The Cassowary Coast Regional Council respects your privacy. Personal information on this form is collected in accordance with Local Government Regulation 2012 and is used only by Council staff for the purpose of this form. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law. You may apply to access this information on the appropriate form obtainable from Council Website at any time.

#### OFFICE USE ONLY

Amount		Receipt No		Cashier	
Property No		Application ID(s)		Date	
Urgent – If urgent notify rates officer immediately			<input type="checkbox"/> Yes	<input type="checkbox"/> No	