



COORONG
DISTRICT COUNCIL

PROPERTY & RATES CERTIFICATE REQUEST

Please complete this form in **BLOCK LETTERS** and return to:

Coorong District Council, PO Box 399, TALEM BEND SA 5260

Phone: 1300 785 277

E-mail: council@coorong.sa.gov.au

Please ensure that this Application Form is entirely completed and full payment is attached to avoid delays in processing your application.

- ☐ Rates Only Required (Section 187)
☐ Full Rates Search Required (Section 187 & Section 7)

Applicant/s Details:

Company Name: _____

Postal Address: _____ Town/Suburb: _____

Post Code: _____ Phone Number: _____

E-mail: _____

As: Real Estate Agent ☐ Conveyancer ☐ Lawyer ☐ Other ☐

If other please state: _____

For the: Owner ☐ Prospective Purchaser ☐ Prospective Mortgage ☐ Other ☐

If other please state: _____

Property Details:

Owner Name: _____

Council Assessment Number: _____ Valuer General Number (if known): _____

House Number: _____ Street: _____ Town: _____

Lot Number: _____ Section Number (Full/Part): _____ Plan Number: _____

Volume: _____ Folio: _____

I have attached the Certificate of Title with this application YES ☐ NO ☐

PAYMENT DETAILS

Please tick one: Phone Payment* ☐ Cheque Included ☐

* Council will contact applicant upon processing

OFFICE USE ONLY:

Receipt Number: _____ Date: _____ Amount: _____

Timeframes – Legislatively Council has up to 8 working days to complete Rate & Property Searches. However, Council Customer Service Charter commits to a 5 working day turn around. On occasions property inspections by Council officers are required on a submission of a Property & Rate Search Request. This is especially pertinent on properties with any orders placed upon them or any properties that have identified swimming pools.

Certificate of Title – A copy of a recent Certificate of Title (all pages) must be provided in order for the Property & Rate Search to be processed. This is to ensure correct property details, observe any registered Land Management Agreements and Encumbrances.

Fees – All Property & Rate Certificate Requests must be accompanied by the fixed fee. The fees charged for a certificate of liabilities on rates and charges under the section 187(3) of the *Local Government Act 1999* (the Act) can be found on Council's Schedule of Fees and Charges, which can be accessed here; <https://www.coorong.sa.gov.au/your-council/finance-and-rating/fees-and-charges>.

Please note that these charges are per assessment number. Payment may be made via Credit Card or Cheque.

Application Form – Please complete the Council Application Form with all the required details and submit to Council. Forms may be forwarded via Council email address council@coorong.sa.gov.au or via post to PO Box 399, Tailem Bend SA 5260.