



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
Rates – The change of ownership fee of \$18.00 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		\$198.50 (per property)
	Urgent Standard Search	3 business days	Rates, water reading, zoning details & change of ownership fee		\$260.50 (per property)
	Search Only	7 business days	Rates, zoning details & change of ownership fee	Water Meter Reading	\$98.50 (per property)
	Urgent Search Only	3 business days	Rates, zoning details & change of ownership fee	Water Meter Reading	\$129.00 (per property)
	Water Meter Reading	7 business days	Water meter reading & zoning details	Rates & change of ownership fee	\$145.50 (per property)
	Urgent Water Meter Reading	3 business days	Water meter reading & zoning details	Rates & change of ownership fee	\$208.00 (per property)
	Trade Waste	5 working days	Pretreatment device information: adequate / upgrade required / to be installed		\$130.00 (per business)

Privacy Statement: Cassowary Regional Council is collecting your personal information in accordance with the Information Privacy Act 2009 (QLD), and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's Privacy Policy on Council's website www.cassowarycoast.qld.gov.au

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		