OWNER/OCCUPIER AUTHORISATION

Authorisation to direct Council rates and any other correspondence relating to the assessment/s which Council may issue to the occupier. **This form must be signed by both the owner and occupier** The owner is ultimately responsible for payment of rates as the Registered owner of the Title and the owner is responsible to advise Council in writing if the occupancy changes.

For completion by property owner/s

Assessment no A _____ Property address _____

Owner/s details: For the purpose of updating Council records & Voters roll, include all owners & their details. If more than two owners, attach the additional information to this form.

1. Name _____

Residential Address _____ Postcode _____

Postal Address _____ Postcode _____

Email _____

Telephone (hm) _____ (mob) _____ (wk) _____

2. Name _____

Residential Address _____ Postcode _____

Postal Address _____ Postcode _____

Email _____

Telephone (hm) _____ (mob) _____ (wk) _____

Signature: _____ Date: _____

For completion by lessee/tenant/occupier

Occupier/s details: For the purposes of updating Council records & Voters Roll, include all occupiers & their details. If more than two occupiers, attach the additional information to this form.

1. Name _____

Residential Address _____ Postcode _____

Postal Address _____ Postcode _____

Email _____

Telephone (hm) _____ (mob) _____ (wk) _____

2. Name _____

Residential Address _____ Postcode _____

Postal Address _____ Postcode _____

Email _____

Telephone (hm) _____ (mob) _____ (wk) _____

Signature: _____ Date: _____

(Office use only)

Date received _____ Date entered _____

Entered by (initials) _____

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