

CHANGE OF MANAGING AGENTS DETAILS FOR RATES AND WATER NOTICES ONLY

PROPERTY INFORMATION

Assessment Number(s) (*Number as per rates/water notice NOT street address - Your Assessment Number is located on the top right hand side of your Rates/ Water Notices.*)

PROPERTY STREET ADDRESS(S)

MANAGING AGENT IS RESPONSIBLE FOR

 Rates

 Water

 Both

PROPERTY OWNER(S) INFORMATION - (Owner(s) of Property according to Council Notice)

OWNER 1 DETAILS		OWNER 2 DETAILS	
Company Name – <i>proof of ownership required</i>		Company Name – <i>proof of ownership required</i>	
Surname		Surname	
Given Name (s)		Given Name (s)	
Mailing Address		Mailing Address	
Contact Phone Number		Contact Phone Number	
Email Address		Email Address	

MANAGING AGENTS DETAILS

Name of Managing Agent / Agency

Managing Agent mailing address

TERMS AND CONDITIONS

CORRECT INFORMATION

It is the applicant's responsibility to ensure all information provided on this form is true and correct.

OWNER

It is the owner's responsibility to ensure all accounts are paid for their property. Multiple mailing addresses are not possible for rates and water notices. If the owner requires a copy they must contact their agent or Council.

MANAGING AGENTS

In accordance with Commonwealth legislation relating to privacy, a Managing Agent cannot be authorised to be listed on a property file until the property owner(s) completes this form. Council cannot release or forward any ratepayer information without owner(s) consent. Should Council be advised by the Managing Agent that they are no longer managing the properties(s) listed on this form, Council will use the alternative contact details on this form until advised otherwise in writing by the property owner. Council cannot release information regarding rates, water or any other property account to a tenant. Alternatively refer such queries back to the Managing Agent who will liaise with Council on the tenant's behalf if necessary.

LODGEMENT

Minimum processing period for change of address details is 7-10 working days from submission

PRIVACY STATEMENT

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer

SIGNATURES

I/we, the owner(s) of the nominated property(s), hereby authorise the above listed agent to receive and manage all further applicable notices.

Note: All account holders must sign this form. If the property/account is held in two names, please ensure that both account holders sign.

Signature(s)

Signature 1 - Print name

Signature 2 - Print name

Date

Date

Copy of Licence / Proof of ID attached

Proof of Company ownership provided