REQUEST TO RECEIVE RATES NOTICE BY EMAIL

PLEASE PRINT CLEARLY

Assessment Number: _____ **Property ID Number:** _____

Property Address: _____

Owner(s) Name: _____

Email Address:

Telephone: (Home) _____

(Mobile) _____

Terms and Conditions:

1. By registering to receive your annual rate and instalment notices by email they will no longer be sent as a paper document.
2. The information above is collected solely for the purpose of delivery of rates notices by electronic mail.
3. You must be the registered owner of the property to receive the rate notice by email.
4. Council will issue instalment reminder notices for instalments 2 - 4 at least fourteen days prior to the due date.
5. All notices will be sent as a PDF document attached to an email.
6. Any changes to your details or requests to stop receiving rates by email must be received in writing.
7. If you chose to stop receiving rate notices by email, it is your responsibility to provided Council with a current postal address.
8. If electronic mail is returned undeliverable, notices will be posted to you at your last advised postal address.
9. If two or more consecutive undeliverable messages occur, Council may cancel your request email request.

Signature _____

Date / /