**PROPERTY INQUIRY APPLICATION FORM**

*Office Use Only*

|  |  |  |  |
| --- | --- | --- | --- |
| IMPORTANT – If more than one certificate required, complete  And forward one form for each certificate to relevant authorities  in accordance with the Property Inquiry Information sheet. | REFERENCE | CODE | APPLICATION NO |
|  |  |  |
| MUNICIPAL PROPERTY  NUMBER | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TO *(Insert Name & Address of Authority)* | Certificate/Advice Requested (Give details as described on Property Inquiry Information sheet).  …………………………………..…………………..  ………………………………………………………  Fee Enclosed: $................................................ | | | |
|  | **Surf Coast Shire**  **PO Box 350**  **TORQUAY VIC 3228** |
|  |  |  | |  | |
|  | VENDOR | |  | PURCHASER | |
| Surname | RE: | |  | TO: | |
| Other Names  Address |  | |  |  | |
|  | FULL NAME & ADDRESS OF REGISTERED PROPRIETOR IF NOT THE VENDOR |  | VENDOR’S SOLICITOR | | |
|  |  |  |  | | |
|  | NAME & ADDRESS OF APPLICANT |  |  | | |
|  |  | APPLICANT’S REFERENCE | | | |
| USE  BLOCK  LETTERS | Postcode:  DX NO: |  | | | |
| Total Sale  Price: | | | Date  Required: |
| Auction/Settlement Date: | | | |
| Terms of Sale | | | Phone |
|  |  | Contract No. | | | |
| DESCRIPTION OF LAND – BE PRECISE, INSUFFICIENT INFORMATION WILL RESULT IN RETURN OF APPLICATION.  **LOCALITY PLAN** (COPY OF TITLE OR SKETCH) SHOWING DIMENSIONS OF WHOLE OF PROPERTY AND DISTANCE FROM NEAREST STREET INTERSECTION MUST BE ATTACHED TO EACH FORM.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Flat/Unit  No: | Street No. | Street/Road Name etc. | | | | | Municipality:  **SURF COAST SHIRE** | | | Lot No. | Plan No. | C.A. | | C.P. | | Section | Parish | | | Town or Suburb | | Postcode | Volume | Folio | Book | Number | Frontage | Depth | |  | | | | | | | | | | Situated on ……………………... | | (N/S/E/W) side of street commencing ………………………… | | | | | Links/ha/metres | | | ………………………..(N / S / E / W) of ………………………………………Street. Area ……………………………….. | | | | | | | | (Acres/Ha) | |  |  |  |  |  |  |  |  |  | | State whether vacant land or nature of  Building (eg. Dwelling, Factory) | | | | | Name of Directory | | Map Reference | | | *For Office Use Only* | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | |