**PROPERTY INQUIRY APPLICATION FORM**

*Office Use Only*

|  |  |  |  |
| --- | --- | --- | --- |
| IMPORTANT – If more than one certificate required, completeAnd forward one form for each certificate to relevant authoritiesin accordance with the Property Inquiry Information sheet. | REFERENCE | CODE | APPLICATION NO |
|  |  |  |
| MUNICIPAL PROPERTYNUMBER |

|  |  |  |
| --- | --- | --- |
|  | 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 NamesAddress |  |  |  |
|  | FULL NAME & ADDRESS OF REGISTERED PROPRIETOR IF NOT THE VENDOR |  | VENDOR’S SOLICITOR |
|  |  |  |  |
|  | NAME & ADDRESS OF APPLICANT |  |  |
|  |  | APPLICANT’S REFERENCE |
| USEBLOCKLETTERS |   Postcode:DX NO: |  |
| Total SalePrice: | DateRequired: |
| 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/UnitNo: | 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 ofBuilding (eg. Dwelling, Factory) | Name of Directory | Map Reference |
| *For Office Use Only* |
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