

Return Form To

Administration Office 577 Hannan Street, Kalgoorlie WA 6430
 Customer Service Centre Shop 8-10, 272 Hannan Street, Kalgoorlie WA 6430
 Postal Address PO Box 2042, Boulder WA 6432
 Telephone (08) 9021 9600 Email mailbag@ckb.wa.gov.au

CHANGE OF DETAILS REQUEST**PROPERTY DETAILS**

PROPERTY ADDRESS		ASSESSMENT NO	
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OWNERS DETAILS 1

SURNAME/ COMPANY		GIVEN NAME	
RESIDENTIAL ADDRESS		POSTCODE	
POSTAL ADDRESS		POSTCODE	
EMAIL		MOBILE/TELEPHONE	

OWNERS DETAILS 2

SURNAME/ COMPANY		GIVEN NAME	
RESIDENTIAL ADDRESS		POSTCODE	
POSTAL ADDRESS		POSTCODE	
EMAIL		MOBILE/TELEPHONE	

Do you wish to have this request applied to ALL other properties under the same ownership? Yes N/A

UPDATE MY DETAILS WITH OTHER DEPARTMENTS

Please indicate which other Department/s you would like the above mentioned details updated with.

<input type="checkbox"/> Building Department	<input type="checkbox"/> Engineering Department	<input type="checkbox"/> Waste Department	<input type="checkbox"/> Health Department
<input type="checkbox"/> Debtors	<input type="checkbox"/> Rangers – Dog Registration	<input type="checkbox"/> Rangers – Cat Registration	

ERATES REGISTRATION

<input type="checkbox"/>	<p>I would like to register to receive my rates notice electronically.</p> <p>I understand a paper copy will NOT be mailed to me by registering for this service.</p> <p>I understand that I can withdraw my request for email delivery of my rate notice at any time by 'unsubscribing' through the City of Kalgoorlie-Boulder website: www.ckb.wa.gov.au</p>
EMAIL ADDRESS	

THIRD PARTY AUTHORITY

SURNAME/ COMPANY		GIVEN NAME	
POSTAL ADDRESS		POSTCODE	
EMAIL		MOBILE/TELEPHONE	
<input type="checkbox"/>	I give FULL authority to the above mentioned to act on my behalf with all matters relating to my rates account.		
SIGNATURE OF AUTHORISED PERSON		DATE	

DECLARATION

<input type="checkbox"/>	I declare that I am the owner and ratepayer of the abovementioned property
<input type="checkbox"/>	I have read, understood and agree to be bound by the Terms and Conditions of the eRates Registration
<input type="checkbox"/>	I have read, understood and agree to be bound by the Terms and Conditions of the Third Party Authority

APPLICANT'S SIGNATURE	DATE

SAVE FORM

RESET FORM

PRINT FORM

TERMS & CONDITIONS

ERATES TERMS & CONDITIONS

1. By submitting this application you are cancelling the delivery of a paper account and authorising an electronic copy to be sent to the nominated email address.
2. Only one email address per assessment can be provided to receive this service.
3. If you change your email address please advise the City by emailing mailbag@ckb.wa.gov.au
4. If you wish to cancel this service and revert back to a paper copy version, you are required to **'unsubscribe'** to this service through the City of Kalgoorlie-Boulder website www.ckb.wa.gov.au
5. For the purposes of these terms and conditions reference to a Rate Notice also includes reference to any Final notice or Instalment Notices,
6. You agree to receive your rate notice by email and understand that a paper document will not be sent.
7. You confirm you are the registered owner of the property address.
8. All future rate notices will be in the form of a PDF attachment to an email sent to the email address nominated by you.
9. If you own more than one property, you will need to register separately for each property. Separate email notifications will be issued matching the number of registrations received.
10. You must regularly check your nominated email address for rate notices.
11. You agree that rate notices are deemed served when it reaches your internet service provider, whether or not you have opened or read the email.
12. An "out of office" notification will not be considered an undeliverable rate notice.
13. You agree that you will retain the rate notice information yourself electronically or by printing it.
14. If you change your email address or mobile number, you are required to notify the City by emailing mailbag@ckb.wa.gov.au
15. Should Council receive an electronic "delivery failure" notification from your email address, your request for email delivery will be cancelled and a paper document will be posted to the last advised postal address.

THIRD PARTY TERMS & CONDITIONS

1. Only the registered owner(s) on the Certificate of Title may appoint a third party to access or act on an their account.
2. If you appoint a third party you indemnify the City against any and all loss, directly or indirectly incurred as a result of the appointment of a third party.
3. This authority takes effect on the date that we amend our records to note the appointment and continues until you cancel it by notifying us in writing.
4. In the event of the death of the owner(s), the authority given under this form will automatically terminate.
5. Third parties may not give other individuals authority to access or act on this account.

OFFICE USE ONLY

<i>Officer's Name</i>		<i>Date</i>		<i>ECM Scan</i>	<input type="checkbox"/>
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