

**Return Form to**

Administration Office 577 Hannan Street, Kalgoorlie WA 6430  
 Customer Service Centre, Kalgoorlie Town Hall, Cnr Wilson & Hannan Street, Kalgoorlie WA 6430  
 Postal Address PO Box 2042, Boulder WA 6432  
 Telephone (08) 9021 9600 Email [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au)



## CREDIT REPAIR REQUEST

### APPLICANT'S DETAILS

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

### PROPERTY DETAILS

PROPERTY ADDRESS :	ASSESSMENT NO : <b>A</b>
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### REQUEST TYPE

	Form Request Type	Fee	Claim No	Claim Date
Please Indicate	Debt Paid in Full Letter	\$ 38.25		
	Notice of Discontinuance	\$131.25		
	Memorandum of Consent Order	\$131.25		
	PSS-02 Property (Seizure & Sale) Order Removal	\$171.20	Online - Landgate's Electronic Form	

**How would you like to receive your copy of the court document, emailed or mailed?**      **Email**      **Mail**

### IMPORTANT INFORMATION: Please read the following information very carefully:

1. The Rates Account must be PAID IN FULL to which the GPC Claim or PSSO judgment relates to before the City will consider a request for Debt Paid in Full Letter, Notice of Discontinuance or Memorandum of Consent Order.
2. An administration fee, as detailed above, is applicable as per the City's adopted 2019/20 Schedule Fees and Charges.
3. A 'Debt paid in Full letter' request will be issued within 5 working days of an application. The City's Debt Recovery Officer will issue you with a copy of the document, via your preferred contact method (email or post).
4. A request for Notice of Discontinuance or Memorandum of Consent Order must be lodged with the Magistrates Court. The City's Debt Recovery Officer will prepare the Courts application form and if required contact you to sign the document before lodgement.
5. The Magistrates Court will issue the City (on your behalf) a 'Sealed' copy of the document. The City's Debt Recovery Officer will issue you with a copy of the document, via your preferred contact method (email or post). This may take up to 1-2 weeks to be received from the Court House.
6. It is the applicant's responsibility to forward a copy of the court's document to the Credit Reporting Agencies Dun and Bradstreet and/or Equifax requesting the agency to update their credit file.

### CREDIT CARD AUTHORISATION DETAILS: For payment , please complete the credit card details below:

Card Number :	Card Expiry Date :
Card Holder's Name :	CSV No (3 digit no) :
Card Holder's Authorising Signatory :	
	Date :

### CREDIT CARD AUTHORISATION

I authorise the City of Kalgoorlie-Boulder to charge the credit card indicated in this authorisation form according to the terms outlined above. This payment authorisation is for the goods/services described above, for the amount (FEE) indicated below only, and is valid for one time use only. I certify that I am an authorised user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

### APPLICANT'S SIGNATURE

	Date :
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**CREDIT REPORTING AGENCIES INFORMATION**

Agency's Name	Email Address	Postal Address
Dun & Bradstreet	Phone 13 23 33	Level 20/77 St Georges Terrace, Perth WA 6000
Equifax	<a href="mailto:updates.au@equifax.com">updates.au@equifax.com</a>	Equifax - Public Access, GPO Box 964, NORTH SYDNEY 2059

**OFFICE USE ONLY**

Council Document Fees	Document Request Type	Fee	Related Legal Action	COA
	Debt Paid in Full Letter	\$ 38.25	GPC or PSSO	91010133/7301

Court Document Fees	Legal Action Type	Fee	Related Document Type	COA
	General Procedure Claim	\$131.25	NOD or MOC	91010133/7301
	Possession Sale and Seizure / Goods	\$131.25	MOC	
	Possession Sale and Seizure / Goods	\$131.25	MOC	
	PSS-02 Property (Seizure & Sale) Order Removal Lodge online with Landgate to remove PSSO from C/T before a sale of property can proceed	\$171.20	PSSO	

Defendant/s Name	Name	Related Property

Document Type Request	Tick	Document Request Type	No of Copies	Total Cost	Claim No/s	Related Year
		Debt Paid in Full Letter				
		Notice of Discontinuous (NOD)				
		Memorandum of Consent (MOC)				
		PSS-02 Property (Seizure & Sale) Order Removal				

Notice of Discontinuous	Action	Date	Comments
	Lodged with Magistrates Court		
	Forwarded to Applicant		

Memorandum of Consent	Action	Date	Comments
	Lodged with Magistrates Court		
	Forwarded to Applicant		

PSS-02 (Seizure & Sale) Order Removal	Action	Date	Comments
	Lodged online with Landgate		
	Forwarded to Third Party		

RESET FORM

PRINT FORM

SAVE FORM AS PDF