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#  PROPERTY FILE REQUEST FORM

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| **Requested property address**  |  |
| **Is this your own property?** | Yes / No |
| **Are you requesting on behalf of the owner?** |  |
| **Form of document required** | Print / Electronic |
| **Date of application** |  |
| **Due date** **Method of delivery** |  Pick up / Post / Email |
| **Cost** | $30.00 |
|  |  |
| **Name of applicant** |  |
| **Phone** |  |
| **Address** |  |
| **Email** |  |
| **Signature** |  |

**PLEASE NOTE:** We require a processing time of 5 working days per full property file request. However, if we are experiencing high demands for property file requests there may be delays in adhering to this timeframe.  We will notify you if we foresee any delays at the time of application.

Scanning and sending of property files cost as per above. Printing will incur a fee of 20 cents per page for black and white, and $2 per page for colour. If you require printing, we will notify you of the approximate cost before printing the file. Full printing cost will be available on pickup.

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| --- |
| **OFFICE USE ONLY** |
| Invoice requested | Pending payment | Paid | Sent |