

Note: Change of Details Relating to Rates and Water **Must** be **Completed** by **Listed Owner/s Only**.

Customer Details *List the names of all owners/customers*

Surname _____	<i>Please Print</i>	Given Names _____	<i>Please Print</i>
Surname _____	<i>Please Print</i>	Given Names _____	<i>Please Print</i>
Surname _____	<i>Please Print</i>	Given Names _____	<i>Please Print</i>
Business _____		<i>Please Print</i>	
Email _____			
Phone	Work _____	Home _____	Mobile _____

Surname Update *An official certificate is required to be sighted and a copy is to be attached*

New Surname _____	<i>Please Print</i>	Previous Surname _____	<i>Please Print</i>
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Address Details Update

New Residential _____	<i>Please Print</i>	New Postal <i>or as above</i> _____	<i>Please Print</i>
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Detail Updates Apply to *Please indicate with a tick*

Creditor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Debtor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rates and Water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other Correspondence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>Please specify</i> _____				

Property/Debtor Details *Please list only those affected by the updates indicated*

Rates/Water (Assessment Number) or Debtor (Debtor Number)	Property Address

Declaration

I declare that the information on this form is true and complete. Failure to supply full, accurate details and to sign this declaration can result in the updating of details not proceeding.

All owners agree to the details update Yes No

If "No" Please Give Reason _____

Signature/s _____

Date _____

Office Use Only

Received By _____	Office _____	Date _____
Entered By _____	Signature _____	Date _____