


| APPLICANT'S DETAILS  |  |   |  | Office Use Only  |  |
|--|--|---|--|--|--|
| Name   |  |   |  |  |  |
| Reference number   |  |   |  |  |  |
| Address  |  |   |  |  |  |
| Suburb   |  | Postcode  |  |  |  |
| Phone  |  | Mobile  |  |  |  |
| Email  |  |   |  |  |  |
| ABN  |  |   |  |  |  |
| PROPERTY DESCRIPTION   |  |   |  |  |  |
| Lot and Plan   |  |   |  |  |  |
| Property address   |  |   |  |  |  |
| Suburb   |  | Postcode  |  |  |  |
| Vendor's given name  |  | Vendor's surname  |  |  |  |
| AUTHORISATION  |  |   |  |  |  |
| The registered owners of the property have authorised me to act as an agent in relation to the settlement of the property detailed above.  |  |   |  |  |  |
| Agent's Signature  |  |   |  |  |  |
| CONDITIONS   |  |   |  |  |  |
| <ul style="list-style-type: none"> <li>▪ Allow 5 working days from date of lodging a properly completed application.</li> <li>▪ If the application form is not fully completed correctly (including the "Agent's signature", where the applicant is not the current owner), the application will not be processed and will be returned to the applicant.</li> <li>▪ All properly completed applications submitted after 11.00 am will not be processed until the following date (the 5 working day turnaround time will start from this date).</li> <li>▪ All certificates will be returned by email.</li> <li>▪ If the property is not registered with Council as at the date of application the search will be conducted on the parent lot.</li> </ul> |  |   |  |  |  |
| LODGEMENT  |  |   |  |  |  |
| In person:   |  | Post to:  |  | Email:   |  |
| Ground Floor<br>1 Nicholas Street<br>Ipswich QLD 4305  |  | Ipswich City Council<br>PO Box 191<br>IPSWICH QLD 4305                              |  | <a href="mailto:council@ipswich.qld.gov.au">council@ipswich.qld.gov.au</a> |  |
| Or scan the QR code for all in person locations  |  |  |  |  |  |