

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 name					
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"> ▪ Allow 5 working days from date of lodging a properly completed application. ▪ 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. ▪ 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). ▪ All certificates will be returned by email. ▪ If the property is not registered with Council as at the date of application the search will be conducted on the parent lot. 					
LODGEMENT					
In person:		Post to:		Email:	
Ground Floor 1 Nicholas Street Ipswich QLD 4305		Ipswich City Council PO Box 191 IPSWICH QLD 4305		council@ipswich.qld.gov.au	
Or scan the QR code for all in person locations					