

## CHANGE TO DETAILS REQUEST

### \*Property Details (\*mandatory information please complete)

Assessment No <b>A</b>	Rates Account Balance
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Property Address

### \*Owner and/or Ratepayer Information (please complete)

**I would like to update my contact details on my property/s with the information provided below.**

Surname or Company Name

Other Names

Residential Address

Postal Address **As above**

Mobile No

Home/Work No

Email Address

Do you wish to update all other owners with the same residential/postal address?	Yes	No
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Do you own any other property/ies?	Yes	No
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Do you wish to have this request applied to <b>ALL</b> other properties under the same ownership?	Yes	No
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Please provide assessment numbers of any other property/s you want the above information applied too.

### \*Declaration

I declare that I am an owner and authorised person of the above mentioned property and I have requested the City of Kalgoorlie-Boulder to update my personal information with the information provided above.

**\*Signature**

**Date**

### E-Rates Registration (please complete ONLY if you wish to register for erates)

**I would like to register to receive all future rate notices electronically, delivered to my nominated email address listed below.**

Email Address

### Declaration

- I understand a paper copy **WILL NOT** be mailed to me by registering for this service and I can withdraw my request at any time by 'unsubscribing' through the City website: [www.ckb.wa.gov.au/My-Property/Rates/Unsubscribe-to-e-Rates](http://www.ckb.wa.gov.au/My-Property/Rates/Unsubscribe-to-e-Rates).
- I declare that I have read, understand and agree to be bound by the Terms and Conditions relating to the Erates Registration.

**Signature**

**Date**

### Third Party Authorisation (please complete ONLY if you wish to provide this authorisation to a third party)

**I give FULL authority to the below mentioned person to act on my behalf with ALL matters relating to my property and its related rates account.**

Name

Residential Address

Postal Address

Mobile Number

Email Address

### Declaration

I declare that I have read, understand and agree to be bound by the Terms and Conditions related to Third Party Authorisation.

**Signature**

**Date**

## TERMS & CONDITIONS

### Erates Registration

**By submitting this application you,**

1. Confirm you are the registered owner, or registered ratepayer of the property address or have FULL third party authorisation to act on behalf of the owner/s.
2. Agree to register each property separately, if you own more than one property.
3. Agree to receive all future **“rate notices”** by email to the nominated email address and understand that paper rates notices *will not* be posted.
4. Acknowledge for the purpose of terms of reference, **“rate notices”** refer to rates billing notices, instalment notices, final notices and interim rate notices.
5. Acknowledge the City is required to send you an email notification confirming your erates registration.
6. Agree that rate notices are deemed served when it reaches your internet service provider, whether or not you have opened or read the email.
7. Agree an **“out of office”** notification will not be considered an undeliverable rate notice.
8. Agree you are responsible for regularly checking your nominated email address for rate notices, including any junk folders.
9. Acknowledge if the City receives an electronic **“delivery failure”** notification from your nominated email address, your email delivery service will be cancelled and a paper copy of a rates notice will be posted to the last advised postal address.
10. Agree to retain electronic copies of rates notices for future reference.
11. Agree to advise the City by email [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au) if you change your email address.
12. Agree to formally **‘unsubscribe’** to this service if you wish to revert back to paper copies of rate notices. To unsubscribe, please visit the City’s website <https://www.ckb.wa.gov.au/My-Property/Rates/Unsubscribe-to-e-Rates>.

### Third Party Authorisation

**By registering a third party authorisation you,**

1. Confirm you are the registered owner, or registered ratepayer of the property address.
2. Acknowledge if you appoint a third party, you indemnify the City against any and all loss, directly or indirectly incurred as a result of the appointment of a third party.
3. Acknowledge this authority takes effect on the date the City amends its records to note the appointment and continues until you cancel it by notifying the City in writing. Email address [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au).
4. Acknowledge in the event of the death of the owner(s) or registered ratepayer, the authority given under this form will automatically terminate.
5. Acknowledge third parties may not give other individuals authority to access or act on the property/ies rate account/s.

### OFFICE USE ONLY

Officer’s Name