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Civic Centre

1061 Haupapa St, Rotorua

Private Bag 3029

Rotorua Mail Centre

Rotorua 3046

Phone: 07 348 4199

Fax : 07 346 3143

## Request for Property File

|  |  |
| --- | --- |
| FEES | |
| If customer is owner of the property – **no charge to view file however photocopying fees apply (Proof of identity required)**  $25.00 **-** per property for providing an email link to the property file  $20.00 - per property to view images on public terminal | |
| Customer Information | |
| Date Requested |  |
| Customer name |  |
| Postal Address |  |
| Contact telephone number |  |
| Mobile telephone |  |
| Email address |  |
| Owner of Property (Please specify) | Yes 🞎 No 🞎 |
| Amount to be Paid (Refer to fees above) |  |
| Payment Method *(Payment is required at time of order)* | Credit Card *(excluding Amex and Diners)* 🞎 (See below)  Charge to account 🞎 Other 🞎 |
| Credit card name |  |
| Credit card number |  |
| Credit card expiration date |  |
| Property File Information | |
| Address of the property/properties |  |
| Valuation Number |  |
| Legal Description |  |
| Type of media requested | Email link 🞎 Public Terminal 🞎 |
| I confirm that the information that I have supplied is correct and accurate, and agree to the disclaimer/terms and conditions set out below. | |
| 🞎 Please tick or sign here | |
| Disclaimer / Terms and Conditions   * Property files held by Rotorua Lakes Council are held in sole ownership of Council. Public Access is granted as per the Local Government Official Information and Meetings Act (1986). * Rotorua Lakes Council is not responsible for ensuring that the information you retrieve from viewing the property file is fit for a particular purpose. * If you wish to make further inquiry or receive written advice beyond the scope of a property file request, you may wish to obtain a Land Information Memorandum (LIM). * Rotorua Lakes Council is not responsible for supplying to you details of a property based on incorrect information supplied by you with this request. If you are not sure as to the specific property in respect of which you wish to obtain details, please contact us before making a request. | |