

Access to Property Owner Details



Before you start

Residents are entitled to access the Assessment Book, which contains information about property owners within Alexandrina Council. Information will be emailed to the email address provided within 2 business days.

If details are suppressed from the Assessment Book, a letter will be sent to the owner of the property requested. If there is no objection from the owner within 14 days then the details will be forwarded to the applicant. However, if the owner refuses permission to release their details, then no information will be provided.


Fees

Residents/Owners/Strata Managers who require the name and address of owners of the **adjoining** properties to their own, are entitled to this information free of charge.

If you are requesting information about a property which is not adjoining your own, then you will need to purchase an *Assessment Book Extract* of \$30.00 per property.

Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.


Part A: Applicant Details	
Given Name/s: *	
Last Name: *	
Email Address: *	
Contact Number: *	
Mailing Address: *	

Part B: Property Owner Details	
What is your relationship to Alexandrina Council? (Select 1 Option) *	
<input type="checkbox"/>	Owner/resident
<input type="checkbox"/>	Business owner/strata manager
If business owner/strata manager, please specify company/business name (if applicable):	
If business owner/strata manager, please upload proof (e.g. copy of rates notice for business owners, or proof that you are the strata manager of the property) (if applicable)	
	Please attach all files to the end of this form before submitting it.

Please see next page

Address of property owned/managed by applicant (if different to applicant address entered on previous screen): *	
Reason for obtaining information: *	
.....	
.....	
.....	

Part C: Location of Properties Requested	
Address 1: *	
Address 2:	
Address 3:	

Part D: Submission
Upload proof of identity (e.g. photo ID) *
 Please attach all files to the end of this form before submitting it.

The *Local Government (Accountability and Governance) Amendment Act 2015* was proclaimed Thursday, 31 March 2016 and all provisions commenced on Thursday 31 March 2016.

Please tick the boxes to acknowledge the following: *
<input type="checkbox"/> Amendment of section 174 – Inspection of assessment record: (3) A person who inspects the assessment record or obtains a copy of an entry made in the assessment record under this section must not use the information so obtained for advertising or marketing activities for commercial purposes. Maximum penalty: \$10,000.
<input type="checkbox"/> If you are requesting information about a property which is not adjoining your own, we will contact you for payment of an Assessment Book Extract of \$30.00 per property.

*End of form
Don't forget to attach all files before submitting this form*