



# Ownership/Residency Confirmation Request

Ph: 9840 9333 Fax: 9848 3110  
Mail: PO Box 1 Doncaster 3108  
Email: manningham@manningham.vic.gov.au

Property Number: .....

Property Address: .....

Name: .....

Residential Address: .....  
*(if not the same as property address)*

Contact Phone No's:

Home: ..... Mobile: ..... Business: .....

Email: .....

I, .....(name) request written confirmation that I am/we are the current owner/s and/or occupier/s of the listed property.

Ratepayer's Signature:..... Date: .....

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*Cashier Use Only*

## Ownership/Residency Confirmation

Property Number: .....

Property Address: .....

Name: .....

Mnemonic: 204

Fee: \$36.10

Receipt No: .....

Manningham City Council is committed to ensuring that our customers - you - receive quality service in a timely way. The performance standard we undertake to deliver for this service is to action within 10 business days.

If you believe this standard has not been achieved, please tell us. You can:

- advise the Officer you are directly dealing with;
- telephone the Finance and Property Service Unit on (03) 9840 9457;
- complete a Customer Opinion Card (available from the Customer Service Desk at the Municipal Offices); and/or
- access the Council website ([www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)), click on the 'Contact Us' button and complete an online request form.

#### Privacy Notification

In compliance with the Information Privacy Act, all personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances. For further information see Council's Information Privacy Policy.