

1 Informant's Details

Please see reverse for information about this form

Your Ref		Our Ref	
Purchaser's Agent	Name		
	Address		
	Phone	Fax	Email
Vendor's Agent	Name		
	Address		
	Phone	Fax	Email

2 Property Location

Suburb	House No	Street Name
Nature of Property <i>Residence/Business/Other</i>		

3 Land Description *Lot/Section (if applicable/DP or SP)*

Lot No	DP/SP
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4 Transaction Details


Vendor's FULL name/s and post-sale mailing address

1	Name
	Address
2	Name
	Address

Purchaser's FULL name/s, mailing address and date of birth (if more than two please attach separate sheet)

1	Name: Mr/Mrs/Ms	DOB
	Address	
2	Name: Mr/Mrs/Ms	DOB
	Address	
Date of Contract		Date of Settlement
Purchase price		Dealing type <i>Sale/Survivorship/other</i>

The information supplied is complete and accurate at the time of preparation

Informant's Signature		Date
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Office use: Dealing Number	Official Transfer Report
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PTO

Why does Council require that this form is completed and submitted?

From the time of settlement to the time that Council receives the official Transfer Report from NSW Department of Lands, there is a delay. Typically, this delay is anywhere from three to six weeks, however it is not unusual to take eight weeks or even longer.

To avoid this delay and expedite the process of changing ownership details within Council's systems, please complete and submit this form to Council at the time of settlement.

This form has been designed to capture all of the information that will eventually be supplied to Council from the NSW Department of Lands.

Wollongong City Council encourages your cooperation with this process to ensure that Council's ownership register is updated in a timely manner.

Council will only act on these details if they are provided, in full, in the format provided. Council will not act on any other forms of correspondence advising Council of transfer of land.

If you require any further information, please contact Council's Revenue Section on telephone number 02 4227 7490.

Privacy Notification

The personal information you have supplied on this form assists Wollongong City Council in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available.

For more information about your privacy please contact Wollongong City Council on 4227 7111.