



FULL PROPERTY FILE REQUEST FORM

Requested property address	
Form of document required	Print / Electronic
Date of application	
Due date Method of delivery	Pick up / Post / Email
Cost Additional for printing (provide estimate)	\$30.00 minimum (or \$90.00 per hour processing time for larger files taking more than 20 minutes to scan)

Name of applicant	
Phone	
Address	
Email	
Signature	

PLEASE NOTE: We require a processing time of 5 working days per full property file request. Scanning and sending of property files cost as per above. Printing will incur a fee of 20 cents per page for black and white, and \$1 per page for colour. If you require printing, we will notify you of the approximate cost before printing the file. Full printing cost will be available on pickup.

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OFFICE USE ONLY			
Invoice requested	Pending payment	Paid	Sent