

## Notification of Deceased Ratepayer

Deceased person's details	
Name/s	
Date of Birth <i>Optional</i>	
Date of Death	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email Address	

Executor or administrator details	
Are you an executor or administrator of the deceased person's estate ? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State &amp; Postcode</i>	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email Address	

Property details	
Address of properties affected by the change	
Assessment number(s)	
Do you want to change the postal address on the deceased person's record for the service of notices and correspondence	<input type="checkbox"/> No <input type="checkbox"/> Yes
Postal Address for future notices to be sent to	

Applicant signature	
<input type="checkbox"/> Acknowledgement	I confirm that the information provided as part of this application is true and correct and I have read and understood the Terms and Conditions associated with the application.
Signature	
Print name	
Date	

#### PRIVACY NOTE

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan located on Council's website [www.dubbo.nsw.gov.au](http://www.dubbo.nsw.gov.au)

Office Use Only			
Copy of the death certificate attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of Executor / Administrator attached ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Received Date		Officer Initials	

## Terms and Conditions

1. This form is to be used only in an event to notify Council of a deceased ratepayer
2. By completing and submitting this form, the details of the deceased ratepayer will be updated to "The estate of the late"
3. A copy of the deceased persons death certificate and proof of capacity to act as their executor must be included with this application
4. I understand that this notification will not update the owners name on the title of the property. Independent legal advice must be sought on updating this with the administrator of land titles.
5. I understand Council will review the information provided on this application and will contact me should any clarification be required.