



Civic Centre  
 1061 Haupapa St, Rotorua  
 Private Bag 3029  
 Rotorua Mail Centre  
 Rotorua 3046  
 Phone: 07 348 4199  
 Fax : 07 346 3143

## Request for Property File

FEES	
If customer is owner of property – <b>no charge to view file however photocopying fees apply (Proof of identity required)</b>	
\$25.00 - per property for delivery and postage of images on CD	
\$20.00 - per property to view images on public terminal	
Customer Information	
Customer Name	
Date Requested	
Contact telephone number	
Mobile telephone	
Owner of Property (Please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount to be Paid (Refer to fees above)	
Payment Method ( <i>Payment is required at time of order</i> )	Credit Card ( <i>excluding Amex and Diners</i> ) <input type="checkbox"/> (See below) Cheque <input type="checkbox"/> RDC Account <input type="checkbox"/>
Credit card name	
Credit card number	
Credit card expiration date	
RDC Account Name Number	
Order Number/Ref (if Applicable)	
Property File Information	
Address of the property/properties	
Valuation Number	
Legal Description	
Type of media requested	CD <input type="checkbox"/> (See below) Public Terminal <input type="checkbox"/>
How would you like to receive the CD	Collect <input type="checkbox"/> Post <input type="checkbox"/> (See below)
Postal Address	
I confirm that the information that I have supplied is correct and accurate, and agree to the disclaimer/terms and conditions set out below.	
<input type="checkbox"/> Please tick or sign here	
Disclaimer / Terms and Conditions	
<ul style="list-style-type: none"> <li>◦ Rotorua District Council is not responsible for ensuring that the information you retrieve from viewing the property file is fit for a particular purpose.</li> <li>◦ If you wish to make further inquiry or receive written advice beyond the scope of a property file request, you may wish to obtain a Land Information Memorandum (LIM).</li> <li>◦ Rotorua District Council is not responsible for supplying to you details of a property based on incorrect information supplied by you with this request. If you are not sure as to the specific property in respect of which you wish to obtain details, please contact us before making a request.</li> </ul>	
Office Use Only	
Geyserview (attached)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property File Number(s)	
Receipt Number	