

# CHANGE OF PERSONAL NAME/ADDRESS FORM

## *To be Completed & Signed by a Property Owner*

- This form *cannot be used* for changes to Ownership. A Notice of Acquisition is required.
- If at any time either your *Residential Address* and or *Postal Address* and or *Rate Notice Mailing Address* changes you must notify Council on this form.
- List *all* owners & *all* their personal details (if more than two owners complete page 2).
- You must complete a *separate form* for each property owned.
- As a Property Owner your animal registration will also be updated (if applicable).



Rate Office  
PO Box 1  
GLEN WAVERLEY VIC 3150  
Ph: (03) 9518 3497  
Fax: (03) 9518 3672  
Web: [www.monash.vic.gov.au](http://www.monash.vic.gov.au)  
All Forms available on website

ASSESSMENT NUMBER .....

PROPERTY ADDRESS .....  
*Mandatory*

Name (first owner) *Mandatory* Surname (print) ..... Male/Female (print) .....

Given names (print).....

Previous name/s (if applicable) .....

Date of Birth *Mandatory* DD/MM/YYYY ..... Email Address .....

Residential Address *Mandatory* Where you live - **Cannot be a PO Box** - used for voting entitlements in Council Elections

Postal Address Complete *if different* to Residential Address .....

Mobile No ..... Business No ..... Home No .....

Name (second owner) *Mandatory* Surname (print) ..... Male/Female (print) .....

Given names (print).....

Previous name/s (if applicable) .....

Date of Birth *Mandatory* DD/MM/YYYY ..... Email Address .....

Residential Address *Mandatory* Where you live - **Cannot be a PO Box** - used for voting entitlements in Council Elections

Postal Address Complete *if different* to Residential Address .....

Mobile No ..... Business No ..... Home No .....

Rate Notice Mailing Address *Mandatory* .....

NEW RATE ACCOUNT REQUIRED YES/NO (print)..... (an account *will not* be sent if paying by direct debit or if account is fully paid)

OWNERS AUTHORISATION *Mandatory* Signature ..... Date.....

**Name (third owner)** *Mandatory*      **Surname** *(print)* .....      **Male/Female** *(print)* .....  
**Given names** *(print)*.....  
**Previous name/s** *(if applicable)* .....

**Date of Birth** *Mandatory*    *DD/MM/YYYY* .....      **Email Address** .....

**Residential Address**      *Where you live - **Cannot be a PO Box** - used for voting entitlements in Council Elections*  
*Mandatory*

.....

**Postal Address**      *Complete **if different** to Residential Address*

.....

**Mobile No** .....      **Business No** .....      **Home No** .....

---

**Name (fourth owner)** *Mandatory*      **Surname** *(print)* .....      **Male/Female** *(print)* .....  
**Given names** *(print)*.....  
**Previous name/s** *(if applicable)*.....

**Date of Birth** *Mandatory*    *DD/MM/YYYY* .....      **Email Address** .....

**Residential Address**      *Where you live - **Cannot be a PO Box** - used for voting entitlements in Council Elections*  
*Mandatory*

.....

**Postal Address**      *Complete **if different** to Residential Address*

.....

**Mobile No** .....      **Business No** .....      **Home No** .....

---

**Name (fifth owner)** *Mandatory*      **Surname** *(print)* .....      **Male/Female** *(print)* .....  
**Given names** *(print)*.....  
**Previous name/s** *(if applicable)* .....

**Date of Birth** *Mandatory*    *DD/MM/YYYY* .....      **Email Address** .....

**Residential Address**      *Where you live - **Cannot be a PO Box** - used for voting entitlements in Council Elections*  
*Mandatory*

.....

**Postal Address**      *Complete **if different** to Residential Address*

.....

**Mobile No** .....      **Business No** .....      **Home No** .....

The information appearing on this notice is used by Council for municipal purposes and objectives and the various statutory obligations of Council. You may view Council's Privacy Policy and Statement on our website [www.monash.vic.gov.au](http://www.monash.vic.gov.au) or obtain a copy from any of the Council offices or contact Council's Privacy Officer on (03) 9518 3696.