Alteration to Assessment Record
Deceased Owner

Please complete this form in **BLOCK LETTERS** and return by:

- **Post:** PO Box 11, Victor Harbor SA 5211
- **Email:** localgov@victor.sa.gov.au
- **In person:** 1 Bay Road, Victor Harbor

When a property owner has passed away, their death must be registered on the Certificate of Title. Please consult your solicitor or contact the Lands Titles Office to discuss the process.

The Council's Assessment Record may be temporarily amended and will be formally updated once the official documents have been registered with the Lands Titles Office.

Applicant Details

Name _____

Address _____

Email _____ Mobile _____

Property Details

Property ID _____ Valuation Number _____

Address _____

Owner _____

Details of Deceased

Name _____

Ownership Type:

☐ Sole Owner – Attach a copy of the deceased's death certificate and will (showing executors)

☐ Joint Owner – Attach a copy of the deceased's death certificate.

NOTE: If the property is jointly owned as 'Tenants in Common' or no survivorship applies, a copy of the will must be provided.

The remaining owner(s) or the executor(s) will be liable for payment of remaining and future Council rates. Is an extension required to access funds, obtain a grant of probate, or complete the sale of the property?

Please provide details and expected timeframes if yes ☐ Yes ☐ No

_____

_____

_____

Signature of applicant: _____ Date: _____

PO Box 11
1 Bay Road
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www.victor.sa.gov.au

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