



APPLICATION FOR REFUND OF PROPERTY/WATER RATES OVERPAID
CONDITIONS OF REFUND

1. The applicant should be the owner, or one of the owners. Any other applicant must obtain the signed consent of the owners to obtain the refund.
2. The refund will be direct credited back to the bank account that payments were received from or to a nominated bank account (cheques will not be issued).
3. The applicant must supply evidence of any change of name at the time of application.
4. If one owner claims the full refund, the written consent of the other owner must be provided.
5. If the rates were intentionally paid in advance then the request may be declined or incur a \$25 administration fee.
6. **Payment will be made 20th of the month if the completed Refund Form is received by council prior to the 15th of the month.**

Date _____ Valuation no. / WB no. _____

Owner's name/s _____
(All owners to be shown)

Refund to _____
(Where either different to above or originating bank account all owners must sign application)

Email/Postal address: _____ Ph _____

Bank account no (Attach bank deposit slip as verification)

Reason for request: _____
(See condition no.5)

Amount requested: \$ _____

Owner/s signature/s _____
(If requested via email attach the email)

Office Use:

Notes: _____

Total credit \$ _____

Less Admin fee (\$25) \$ _____

Discount to reverse \$ _____

Withheld for next ¼ \$ _____

Refund amount \$ _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Processed in Ozone by: _____ Date: _____

(Printouts to be attached for verification of names, balances, and bank account details)

RDC-431158 Note: Rotorua Lakes Council is the operating name of the Rotorua District Council