

# Rates & Utility Billing Search Request Form 2025/2026

## PROPERTY DETAILS

Owner Name/s				
Unit No.	Street No.	Street Name and Type	Suburb	Postcode
Lot No.	Plan No.	Type of Property^		
		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial		

## CONTACT DETAILS

Applicant name(s) <i>(Individual or Company full name)</i>			
Postal address <i>(P.O. Box or Street address)</i>			
Suburb			
State		Postcode	
Phone / Mobile		Settlement Date	
Email address			
Client Reference/Additional Information			

## Important Information

**DUE TO LEGISLATIVE TIMEFRAMES, APPLICATIONS RECEIVED AFTER 2.00PM WILL BE REGARDED AS BEING RECEIVED THE FOLLOWING WORKING DAY.**

Please be advised that searches will be delivered by email unless requested otherwise.

PRIVACY STATEMENT: Mount Isa City Council is collecting your personal information on this form to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

Rates and Utility Billing Searches		Residential		Commercial/Industrial		Business Days Required
<input type="checkbox"/>	Rates Search (with water meter reading)	A	\$112.90	A	\$202.80	14
<input type="checkbox"/>	Rates Search (without water meter reading)	B	\$62.40	B	\$107.20	14
<input type="checkbox"/>	Special Water Meter Reading	C	\$67.60	C	\$112.90	14

## PAYMENT

Fee to be paid	\$	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
<input type="checkbox"/> Credit Card	Name on Card		
<input type="checkbox"/> Mastercard	Card No.		
<input type="checkbox"/> Visa	Expiry		
	CCV		

Version 1.0 Dated 01 July 2025 - [13. Rates and Utility Billing Search Request Form - Version 1.0 Dated 01 July 2025.docx](#)

# Rates & Utility Billing Search Request Form 2025/2026

## DISCLAIMER:

**(A) Rates Search (With Water Meter Reading) –** You will receive the following information:

Information outlined in Searches notated B +C below

**(B) Rates Search (without water meter reading) -** You will receive the following information:

- Rates Details and Property Description including:
  - Property Owner Name and Address
  - Assessment Number
  - Lot and Plan Number
  - Property Area
  - Valuer General's Valuation
  - Rate group and classification differential
  - Property Vacancy Land Status
- Rate Position:
  - Property Owner Name and Address
  - Date Rates Levy and Fire Levy paid to
  - Annual Rates Levy charges for the current billing period for the financial year
  - Breakdown of Rates Levy charges, comprising of the following information:
    - General Rates
    - Water Access Charge
    - Sewerage
    - Garbage
    - Environment Charge
    - Fire Levy
- Owing balance of –
  - Rates levy
  - Utility Billing Account if Applicable
  - Arrears inclusive of interest and other charges
- Amount paid for current rates levy billing period
- When the next Rates Levy will be issued
- Applicable change of ownership fee
- Any applicable information in relation to the property, i.e. – previously exempt from Rates etc.

**(C) Special Water Meter Reading -** You will receive the following information:

- Rates details and Property Description including:
  - Property Owner Name and Address
  - Utility Account Number
  - Lot and Plan Number
  - Confirmation of whether the Property currently receives a concession
- Water Consumption status and estimated charges:
  - Confirmation whether the Property has a Half Yearly or Quarterly issue period.
  - Details of connected water meter/s, comprising of the following information:
    - Number of water meters installed
    - Largest meter size
    - Active meter number
    - Opening and special water meter readings, dates and water consumption recorded in kilolitres
    - Estimation of when the next water consumption notice will be issued and for what billing period/s

**Note:** In submitting this Search Request Form, you acknowledge and accept that Council contracts to provide the information subject to the disclaimer outlined above.

**^ A Residential File is one that has a Residential Use Only. A Commercial/Industrial file is one that has a Commercial and/or Industrial Use. Where a combination of uses exist, the higher of the two (2) fees shall apply.**

OFFICE USE ONLY - Payment

Fee	Receipt Number	Date	Officer	Assessment No.	Document ID