

Cashier Officer help close

Name Menu

- Name Enquiry
- Name Maintenance

Property Menu

- Property Enquiry
- Property View
- Property Maintenance

Address Menu

- Address Enquiry
- Address Maintenance

Step 1

Go to Property Menu And Select Property Enquiry

Enquiry help back home close clear retrieve

Links to other Functions

Sections to Display

- Property
- Address
- Additional Criteria
- Enquiry Results
- Expand All Collapse All Find

Options

- ☐ Collapse Criteria on Retrieve

Property

Property

Status: = [] []

Property Type: = [] []

Assessment Number: like [] []

Bank Reference Number: = [] []

Property ID: = [] 239110

Address

Search Address Style

☐ All ☒ Structured ☐ Free Format

Address Details

Unit Number: = [] []

House Number: = [] 213

Street Name: = [] Bangholme Road

Locality Name: = [] BANGHOLME

Street, Locality: = [] []

Step 2

Enter Property Number or type in address Click Retrieve

Enquiry | help | back | home | close | clear | retrieve

Links to other Functions
Sections to Display
Property
Address
Additional Criteria
Enquiry Results
Expand All Collapse All Find
Options
☐ Collapse Criteria on Retrieve

Property

Additional Criteria

Search:

like

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#)

Enquiry Results

Drag a column header here to group by that column

Address	Owners	Property ID	Status	Text2 - Neighbourhood
213 Bangholme Road BANGHOLME VIC 3175	Androulla Yiallourou	239110	Current	120

Step 3
Click on the address link

View | help | back | home | close | clear | retrieve

Links to other Functions
Map View
Objective
Proforma Documents
Address Maintenance
Arrangements to Pay
Card Arrangement Maintenance
Generate Rate Statement
Land Information Certificate
Owner Certificate

Property

Property ID:

Address: 213 Bangholme Road
Legal Desc: Lot 1 PS 325108
Owners: Androulla Yiallourou
Service Address: 213 Bangholme Road
Rate Codes: Notice - Rate Notice

Property	Rates
Status: Current	110.3 Detached Home (existing)
Property Type: 110.3	Red Gum Ward
Electorate: 110.3	

Step 4
Click on Generate Rates Statement on left side panel

Maintenance

help

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close

clear

retrieve

Actions to Perform

Print Notice

Preview Notice

Save and Clear

Save

Delete

Links to other Functions

Property View

Property Maintenance

Notice Run Maintenance

Notice

Notice ID: 3913638 -1 Rates state

General

Notice Run ID:-1

Module Code:RatesRates

Notice Code:statementRates Certific

Property ID:239110213 Bangholm

Notice Status:Not Printed

Status Date:

Step 5

Check correct stationary is in printer then **Select** Print Notice from left side panel