



## MyLandgate Contact form

Please note: download and save the form first and then open it in Adobe reader. The form allows you to type into the text fields and print the form. Ensure that the correct person signs the declaration and send your signed and completed form to Customer Service.

### 1. Main contact for key Landgate services

Job title :

Signature :

Date:

### 2. Account details

Account number:

Legal name:

Business name:

Business unit name:

ABN:

Business activity:

Credit limit:

### 3. Account address

Street address line 1:

Street address line 2:

Suburb:

State:

Postcode:

#### 4. Billing account address – Same as the account address

Street address line 1:

Street address line 2:

Suburb:

State:

Postcode:

#### 5. Account billing contact

First name:

Surname:

Job title:

Email:

Telephone number:

Fax number:

#### 6. EAS2/PRO Contact

Conveyancers or settlement agents who wish to perform Electronic Advice of Sales for rate queries prior to the transfer of land, can use our EAS2 system to automatically notify the Water Corporation, the Office of State Revenue (Land Tax) as well as some local authorities of the impending sale of a property. To enable this service, an EAS2 Contact must be provided. Without this contact, EAS enquiries cannot be performed.

A Generic EAS2 Contact can be created. If you would prefer the EAS2 emails to go to a generic email that is more accessible to staff, please state "Generic" in the Name section and include a generic email address in the Email section. For example, Name: Generic Email: info@landgate.com.au  
Please note: Only an EAS2 Contact can be generic.

First name:

Surname:

Water corp ID:

Email:

Telephone number:

Fax number:

EAS2/PRO Postal address is the same as the account address

Street address line 1:

Street address line 2:

Suburb:

State:

Postcode:

## 7. User Representative contact

The User Representative Contact is the person/persons responsible for requesting any updates, changes and for signing Account User Access Forms. We will not accept any changes to account users or access, from anyone who is not a User Representative Contact. There needs to be at least one nominated User Representative Contact on each account; however we recommend two or three to allow for staff changes and leave.

Please note: Your nominated User Representatives are the only people in your organisation who have the authority to instruct Landgate staff to add/remove and/or update users from your Landgate account. A Landgate Logon ID and Password must be kept confidential. Failure to do so is a breach of the MyLandgate Terms and Conditions and could result in immediate termination of access.”

### User Representative contact 1

First name:

Surname:

MyLandgate username:

Telephone number:

### User Representative contact 2

First name:

Surname:

MyLandgate username:

Telephone number:

### User Representative contact 3

First name:

Surname:

MyLandgate username:

Telephone number:

Please submit request via the following options

Fax it to Customer Service (08) 9250 3187  
Post to Landgate, Customer Services Branch, PO Box 2222, Midland, WA, 6936  
Email: [customerservice@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au)

For enquiries, please contact (08) 9273 7373 for customer service.