

Notice of Registration of Tax Arrears Certificate

IMPORTANT NOTICE

- I. This document does not have to be registered in the Land Registry Office.
- II. A copy of the Tax Arrears Certificate must be attached to this document when sent.

INSTRUCTIONS FOR COMPLETION

- (1) **Municipality / Board** -- Enter full corporate name of municipality or board, in capital letters.
- (2) **To/ Address** -- Enter name and address of person/party to whom notice is sent.
- (3) **Date of Registration** -- Enter the day, month and year the Tax Arrears Certificate was registered. Enter the instrument number assigned to the Tax Arrears Certificate
- (4) **Inquiries** -- Enter the title of person to whom inquiries should be directed. Enter the name and address of the municipality or board.
- (5) **Date/Place** -- Enter the place at which and date when the notice is completed starting with the day, month and year.
- (6) **Signature/Title** -- The authorized municipal or board officer must sign the document and enter his or her title.