

## Processing Checklist - Sec 75 / 72 / Memo of Encumbrance

**Applicant Name:** \_\_\_\_\_ **PIM No:** \_\_\_\_\_ **BC No:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Notes:</b>

Item to be checked for compliance: with the Building Act 2004 <small>Note: N/A = this item is not applicable to this application and has not been assessed</small>	Yes	N/A	No	Comments:
Section 75, Building Act 2004:				
Document's prepared & sent to Cooper Rapley				Date:
Section 72, Building Act 2004:				
Document's prepared & sent to Cooper Rapley				Date:
Memorandum of Encumbrance:				
Certificate's of Title (C.T's) faxed to Cooper Rapley				Date:
Record on Certificate book / Spreadsheet				
Fee's & Charges Sheet Completed				
Have conditions been placed on P.I.M.				
Have conditions been placed on Building Consent				
Has project file been suspended on Ozone				
Update fees on Ozone				
Documents received from Cooper Rapley				
Alterations made?				
Reprinted?				
Copy in File?				
Purchase Order Obtained?				
Letter sent to applicant with certificate to be signed				
Signed certificate received from Cooper Rapley				
Certificate sent to Council signing committee				
Certificate sent to Cooper Rapley when signed and sealed				
Suspension lifted?				
File back to BSO				
Registered on titles with Land Information				Date:
Signed:				Date: