



eRequest Property Search

The “Property Search” step requires you to indicate the property associated with the request.

What do I need to do?

You need to specify a property or area that will apply to the Request. In order to do this, you’ll need to a search..

There are three search alternatives available to specify the property. They are

1. [Property](#) allows you to search using address criteria such as house number and street
2. [Street](#) will allow you to search for a street in a suburb
3. [Location](#) will allow you enter the name of a park, building or facility

1. Property Address – Fast Search

Let's consider the scenario where we search for a property in Podman Loop. We could enter the name of the street under the "Fast Search" and click the search link highlighted.

The screenshot shows a web interface for submitting a request. On the left is a navigation menu with categories: User Information (Login, Forgotten Password, Register, Home Page), Online Requests (Request a Service, Track a Request), Application Tracking (Application Search), Online Payments (Animal Payments, Debtor Payments, Infringement Payments, Rates Payments), and a 'Submit Request' header. A blue box contains instructions: 'To submit a request fill in all the required information listed below. Mandatory fields are marked with an asterisk. Along with the mandatory fields you must select and provide at least one method to be contacted on.' The 'Request Type' is 'General Requests - Miscellaneous'. Under 'Location Details', it says 'Select the location at which the request is to be lodged against.' There are three tabs: 'Property' (selected and circled in red), 'Street', and 'Location'. The 'Fast Search' field contains 'podman loop' (circled in red) and a 'Search' button (circled in red). Below are fields for Unit Number, House Number, Street Name, Suburb, and Postcode. At the bottom right are 'Clear' and 'Search' buttons. A table of results is shown below:

Address	Legal Description
<input checked="" type="radio"/> 2 Podman Loop NORTH COOGEE WA 6163	Lot: 530 DP 57997 Vol: 2691 Fol: 716 Area: 0.033400 Ha
<input type="radio"/> 3 Podman Loop NORTH COOGEE WA 6163	Lot: 545 DP 58365 Vol: 2699 Fol: 188 Area: 0.042100 Ha
<input type="radio"/> 4 Podman Loop NORTH COOGEE WA 6163	Lot: 531 DP 57997 Vol: 2691 Fol: 717 Area: 0.035000 Ha
<input type="radio"/> 5 Podman Loop NORTH COOGEE WA 6163	Lot: 544 DP 58365 Vol: 2699 Fol: 187 Area: 0.044200 Ha
<input type="radio"/> 6 Podman Loop NORTH COOGEE WA 6163	Lot: 959 DP 57997 Vol: 2691 Fol: 725 Area: 0.035800 Ha

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Many results are returned and it displays a limited number of properties per page, you can obviously change pages to locate the appropriate property. Click on the radio button to select the property required.

Alternatively if you know the house number you can enter "6 Podman Loop" and an exact search will be returned.

1. Property Address – Advanced Search

Advanced Property Search Option will allow you to enter a range of Unit Numbers and/or Street Numbers depending on your requirements. The second Search button applies to the Advanced Search facility.

Submit Request

To submit a request fill in all the required information listed below. Mandatory fields are marked with an asterisk. Along with the mandatory fields you must select and provide at least one method to be contacted on.

Request Type **General Requests - Miscellaneous**

Location Details
Select the location at which the request is to be lodged against.

Property	Street	Location
Fast Search	<input type="text"/>	<input type="button" value="Search"/>
<input checked="" type="checkbox"/> Advanced Search	<input type="text"/>	<input type="button" value="Search"/>
From/To Unit Number	<input type="text" value="1"/> / <input type="text" value="10"/>	
From/To House Number	<input type="text" value="83"/> / <input type="text"/>	
Street Name	<input type="text" value="Phoenix Road"/>	
Suburb	<input type="text"/>	
Postcode	<input type="text"/>	
Property Number	<input type="text"/>	
Property Name	<input type="text"/>	
	<input type="button" value="Clear"/>	<input type="button" value="Search"/>

Address	Legal Description
<input checked="" type="radio"/> 1/83 Phoenix Road SPEARWOOD WA 6163	Lot: 1 S 3854 Vol: 1444 Fol: 216 Area: 0.006500 Ha
<input type="radio"/> 2/83 Phoenix Road SPEARWOOD WA 6163	Lot: 2 S 3854 Vol: 1444 Fol: 217 Area: 0.006500 Ha
<input type="radio"/> 3/83 Phoenix Road SPEARWOOD WA 6163	Lot: 3 S 3854 Vol: 1444 Fol: 218 Area: 0.006500 Ha
<input type="radio"/> 4/83 Phoenix Road SPEARWOOD WA 6163	Lot: 4 S 3854 Vol: 2108 Fol: 549 Area: 0.006500 Ha

2. Street Search

Street Search Option will allow you to select a street / suburb that relates to your request, you can refine your search by entering the suburb. Eg Trees in the street need trimming.



Submit Request

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Request Type **General Requests - Miscellaneous**

Location Details

Select the location at which the request is to be lodged against.

Property	Street	Location
Street Name	<input type="text" value="spearwood ave"/>	
Suburb	<input type="text"/>	
Postcode	<input type="text"/>	

Street Name
<input checked="" type="radio"/> Spearwood Avenue YANGETUP 6164
<input type="radio"/> Spearwood Avenue SPEARWOOD 6163
<input type="radio"/> Spearwood Avenue BIBRA LAKE 6163
<input type="radio"/> Spearwood Avenue NORTH COOGEE 6163
<input type="radio"/> Spearwood Avenue BEELIAR 6164

3. Location Search

Location Search Option will allow you enter the name of a park, building or facility.



Submit Request

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Request Type **General Requests - Miscellaneous**

Location Details

Select the location at which the request is to be lodged against.

Property	Street	Location
Property Name	<input type="text" value="memorial hall"/>	

Address	Property Name
<input checked="" type="radio"/> 435 Carrington Street HAMILTON HILL WA 6163	Memorial Hall