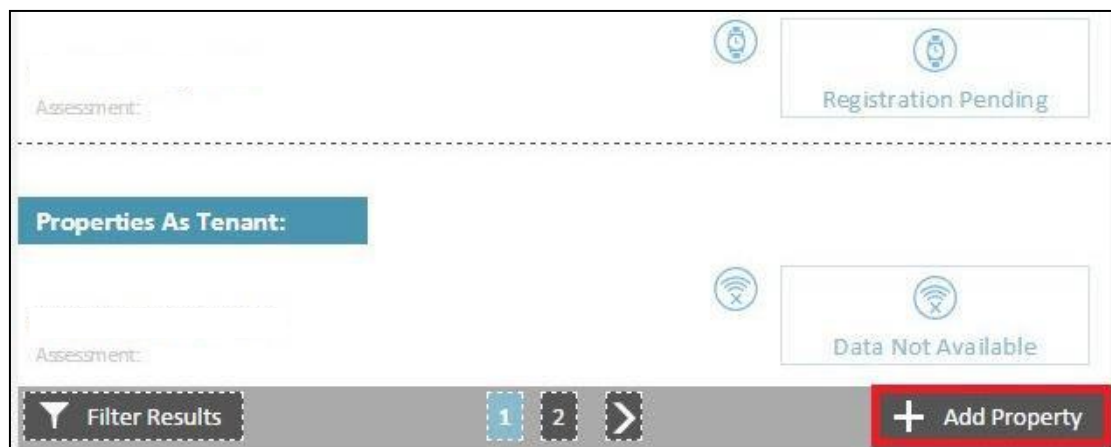


Register New Property

There are two ways to **Register a New Property**.

1. Move your mouse over the **My Properties** option on the header bar and click **Register New Property**



2. Click the **Add Property** button at the bottom of the **Home Dashboard**

There are three distinct registration types:

Owner - Owner requests will be subject to the approval of your water utility.

Agent - Agent requests will be subject to approval of the owner.

Tenant - Tenant requests can be approved by either the owner or the registered agent (if given permission by the owner).

Please note that if no AMR's are currently associated with the property it cannot be registered in MiWater.

When you navigate to the **Register a New Property** screen, a form will be displayed for you to register the property.

New Registration:

Registration Type:

Property Address:

Assessment Number:

Assessment Check Digit:

Valuation (\$):

Third Party Authority?

I declare that I have a legitimate entitlement to gain access to information about the property stated above, as per the [terms and conditions and privacy policy](#) of this system.

Registration Type - Choose whether you wish to register the property as an Owner, Tenant or Agent.

Property Address - Begin typing the property address and an auto-complete function will list properties that match the information you have typed.

Assessment Number (not required if registering as a Tenant or Agent) - This number will feature on your rates notice.

Assessment Check Digit (not required if registering as a Tenant or Agent) - This number will feature on your rates notice.

Valuation (\$) (not required if registering as a Tenant or Agent) - This number will feature on your rates notice.

Third Party Authority? - Check this box if you have a legitimate third party claim to this property (such as Power of Attorney).

Terms and Conditions - To register the property you must agree to the terms and conditions and privacy policy of the system.

Submit Registration Click this button to submit the property for registration against your MiWater account.


For further information, please contact:

Lithgow City Council

Ph: (02) 6354 9999 | Email: council@lithgow.nsw.gov.au



Cancel  Click **Cancel** to stop the registration process.

A confirmation of your application to register the property will appear. Click **Yes** to continue or **No** to cancel the registration process.

Confirm New Registration 

You have confirmed that you have agreed to the terms and conditions and privacy policy of this system and have submitted a request to register this property against your user account.

Are you sure that you wish to proceed?

 No  Yes

Your request to register the property within your MiWater account will then be reviewed by your water utility. If approved you will receive an email confirming the successful registration of the requested property. The requested property will now feature in your [Property Summary](#).

Register a New Property

Success!

You have submitted a valid request to register the following property as TENANT:

However, at present the owner of this property has not yet registered this property within MiWater and therefore your registration request cannot be processed. Your request has been saved with a status of "Suspended". In order to progress your request, please make contact with your property agent.

My Regional Council has no control over the timeliness of approvals by owners and as per the terms and conditions of this system, owners have the full right to restrict access to view data from properties they own.

You will be emailed by the MiWater system if your registration request has been processed.

For more information, please feel free to contact My Regional Council

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