



## SEPTIC RECORD SEARCH FORM

### INSTRUCTIONS & IMPORTANT REQUEST INFORMATION (READ FIRST)

- Complete **ALL** below sections, if this form is incomplete, it will be returned to you. If you do not have enough room to include all the requested information, attach additional pages to the form.
- Submit completed form to **septic@nation.on.ca**
- File search fee of **\$110** (refer to our 2026 septic fee schedule at [nation.on.ca](http://nation.on.ca)) is required **BEFORE** we start the search. This fee is **NON-REFUNDABLE**.
- Upon payment, search results will be sent to you within 10-business days.

### Section A: Requestor Information

Requested by:

Telephone:

Date of Request:

Search results  
to be

Emailed to:

Mailed to:

### Section B: File Search Property Information

This information can be found on your tax bill or, if you are purchasing, refer to your realtor.

Address:

Roll#:

Lot:

Concession:

Reg. Plan:

Sub Lot(s):

Approximate Date of Installation:

Owner at Time of Installation:

### Section C: Payment Options

Once a completed form is received (refer to instructions above), SNC will send you an invoice which can be paid by the following options:

- E-transfer (further instructions will be provided with the invoice)
- Creditcard over the phone or at our office (2.4% service fee applies)
- Cash or Debit at our office **ONLY**
- Cheque to be addressed to South Nation Conservation and quote your invoice# in the memo

### Section D: Purpose of Request (select one)

Buying or Selling the property

Renovation/Addition - provide description: \_\_\_\_\_

Other – provide description: \_\_\_\_\_