

Office of Service Nova Scotia

Property Online Change of Contact Form

Return completed form to:
propertyonline@novascotia.ca

Or fax to: 902-424-0639

Account Information

CLIENT ID			
ORGANIZATION/COMPANY NAME			
ADDRESS			
CITY	PROVINCE	POSTAL CODE	PHONE

Current Account Contact

NAME		USERNAME
EMAIL		

Action:

- Disable username; user no longer requires access to Property Online.
- Username remains enabled; user still requires access to Property Online for searching only.

New Account Contact

NAME
EMAIL

Action:

- Account Contact privileges to be added to a current POL user. POL Username: _____
- Account contact privileges to be added to a new POL user. (Please include a *Query User Agreement*)

Account Contact Signatures

CURRENT CONTACT NAME	CURRENT CONTACT SIGNATURE
DATE	
NEW CONTACT NAME	
DATE	

Change of contact requests are processed within two business days.

This section for the Office of Service Nova Scotia Use Only

DATE	PROCESSED BY
POL ADMINISTRATOR	SIGNATURE