

Telephone no: **0208 583 4242**

Date:

Account ref:

Property being vacated:-

Council Tax Enquiry Form for people moving out of a property

Please complete this form and return it to the address on page 2. Your early return will ensure that your Council Tax account is processed as quickly as possible.

Please mark in the box that applies to you

If you own(ed) the property,
please fill in parts **A, B, D & E** of this form

If you rent(ed) the property,
please fill in parts **A, C, D & E** of this form

Part A. To be filled in for all people moving out of this property

Is everyone moving or has everyone moved out of the property? Yes No

Please give the date of moving and the forwarding address for each person aged 18 or over.

Mr,Mrs,Ms	First names	Last name	Date of moving out of the property
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	/ /
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	/ /
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	/ /
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	/ /

Forwarding address

Part B. To be filled in by people who own(ed) their property

Completion date of the sale

Name and address of the solicitor

If property is unoccupied but not sold, go to part E.

Part C. To be filled in by people who rent(ed) a property

Date the tenancy ends

Was this property rented to you furnished? Yes No
Landlord, landlady or agent's name and address

If the property is unoccupied and you continue to be responsible for the rent, go to part E .

Part D. New owner or tenant

If known date
moved in

Please give the name(s)
of the new owner or tenant

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Part E. Discount / Exemptions

If the property is not being sold and **no one lives in it**, you may be entitled to a discount or an exemption.
Mark a box below **x** if you want to claim a reduction.

- E The property remains furnished but is no ones main home
- A The property is undergoing structural alteration or major repair
- B The property was owned and previously occupied by a charity
- C The property is empty and substantially unfurnished.
- D The person who would be responsible for the Council Tax is in detention (that is in prison or on remand)
- E The property was previously occupied by someone who now lives in a hospital or care home
- F The property was owned by a person who has died.
- G The property is unfit to live in
- H The property held available for a minister of religion
- I The property was the sole or main residence of someone who is receiving care in a hospital or a home
- J The property was the sole or main residence of someone who is providing care in other than a hospital or a home
- K The property has been left empty by students
- L The property has been repossessed
- Q The property has been left empty by a bankrupt person

Part F. Declaration

I declare that the information I have given on this form is correct and complete and I agree that you can check the information. I understand that this form will be held on computer and the information from it may be used for the calculation of Housing Benefit and Council Tax. I also understand that the Council has a duty to protect the public funds it looks after and may use this information within the Council for the prevention and detection of fraud and may also share it with other bodies administering public funds solely for these purposes. I will write to you at once if there is any change in my circumstances, or the circumstances of anybody living with me.

Your
signature

Date

Tel no