

Council Tax Enquiry Form Vacation



Account Number:

Property Reference:

Date of issue:

If you need any help completing this form, please
phone the Council Tax Office on 01775 761161
Please use BLOCK LETTERS

Address of property this form is for:

We understand that you are leaving or have left the above property.
So we can update our Council Tax records, please complete Section A if you own the property.
Please complete Section B (overleaf) if you rent the property.
Please sign the declaration.

Section A: Please complete this section if you own or owned the property

(Please tick which applies ✓)

You will be leaving the above property

or you have recently left the above property

What date did you leave or will be leaving the property:

If sold, what is the completion date of the sale:

Please give your new address if different to above:

Please give the full names and former address of the new owners:

(Please tick ✓)

If unsold, is the property furnished: Yes

No

If removed, please
provide date:

If the property is for sale, please give the name and address of your Estate Agent:

continued over

(Please tick ✓) If unsold, are you renting the property out? Yes No

If Yes, please provide the name and previous address of the tenants:

What date did the tenancy start?

Section B: Please complete this section if you rent or rented the property

(Please tick which applies ✓)

You will be leaving the property overleaf or you have recently left the property overleaf

What date did you leave or will be leaving the property:

What date does or did your tenancy end:

Please give the name and address of the owner/landlord and letting agent:

(Please tick ✓) Was the property let furnished or unfurnished If removed, please provide date:

Please give your new address if different to overleaf:

Declaration

I declare that the information given above is correct to the best of my knowledge.

Signed: Date:

Full name: Daytime telephone no:

Email address:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

Your Council Tax information will be processed by Public Sector Partnership Services Ltd on behalf of South Holland District Council, who are required by law to collect Council Tax. We may share this information with other public bodies responsible for auditing or administering public funds, and with other suppliers we commission to support us with our duties.

Please refer to www.sholland.gov.uk/howismyinformationused for full details relating to the processing of your information and your rights as a data subject.

WARNING

If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013

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