

**SOUTH HOLLAND DISTRICT COUNCIL
BUSINESS RATES
CHANGE OF OCCUPIER NOTIFICATION FORM**

IMPORTANT - If the property is empty written confirmation is required

Address of Property:	Property Reference Account Number
Current Occupier/Owner* Date of sale or tenancy/lease* ends: Date property vacated:	Forwarding Address: (or agent/solicitor if address not known) Phone No:
Landlord name	Address of Landlord Phone no:
Full name of new Occupier/Owner* Completion date/start date of tenancy/lease*	Correspondence address: Phone no:
<p><small>*Delete where appropriate</small> COUNTER ENQUIRY</p> <p>Customer Signature: _____ Date: _____</p> <p>TELEPHONE ENQUIRY</p> <p>Info received from:</p>	

FOR OFFICE USE

Info taken by:

Name of Officer:

Date:

Actioned by:

Date: