

Ref:

Date:

You are legally obliged to complete this form, and return it within 21 days from the date shown

COUNCIL TAX

OWNERS CHANGE OF CIRCUMSTANCES FORM

Please use this form to tell us about a change of address

Full names of adults moving

Address you are moving from

Date moved out _____

Has property been left furnished _____

Have you sold the property _____

Completion date of sale _____

Provide the name, and current address, of the person you have sold it to

Where are you moving to

Have you bought this property _____

Completion date of sale _____

Who have you bought the property from
State their names and forwarding address

If a tenant state the date your tenancy began _____

If a tenant state your landlords name
and address

How many adults over 18 live with you _____

Please state their names, and whether they are the tenant, leaseholder, licensee, your spouse, partner, or co-owner

<u>Names</u>	<u>Status</u>

Are you living in this property as your main home _____

If not, Give your home address

If you require a discount form because one of the residents in your property is in a class described below, please tick the appropriate box.

Apprentice

Student nurse

Has an enduring mental illness

Carer

YTS trainee

Student over 18

Is anyone in your home a Minister of religion

Is anyone in your home permanently disabled

Do you require a Benefit Claim Form

Do you wish to pay by Direct Debit

We need to know if any of the following changes have affected your household recently. Please tell us if someone has:

Gone into a care home

(give details below)

Turned 18

Married

(give maiden name below)

Died

State their names, the date Change occurred, and any other relevant details

If you wish to claim an exemption from Council Tax because a property you own is unoccupied and unfurnished, or undergoing major structural repair, please give details below:

Address of property

Date became unoccupied

Date became unfurnished

Nature of work being done

OWNERS DECLARATION

I declare the information given on this form is correct to the best of my knowledge. I am aware it is an offence to knowingly supply false information.

Signed

Date

Name in capitals

Tel No

THIS FORM IS AVAILABLE IN LARGER PRINT SHOULD YOU REQUIRE IT

WOULD YOU PLEASE NOTE: COUNCIL TAX DATA MAY BE USED FOR DATA MATCHING PURPOSES FOR THE DETECTION AND PREVENTION OF FRAUD