



# Council Tax

## Details of vacation (leaving the property)

Address of the property (if different)

Your account reference

Your property reference

Date of issue  /  /

**Please fill in and return this form if you have left or sold the above property.**

### If you were renting the property

Date that your tenancy ended :  /  /

Date that you vacated (left) the property:  /  /

Did you rent the property furnished or unfurnished?

Name and address of your landlord

Did all members of your household vacate (leave) the property with you?

Forwarding addresses of everyone leaving the property

Details of the new tenants, if you know

### If you owned the property

Date that the sale was completed:  /  /

Date that you left the property:  /  /

Was the property furnished or unfurnished, or did you give vacant possession?

Name and address of the new owner

Did all members of your household leave the property with you?

Forwarding address of everyone leaving the property

Name and address of your solicitors

**If the Council Tax account was in joint names, please give below the name and address of the person that any refund should be paid to if you do not hold a joint bank account.**

<b>Name and address of the person that any refund should be paid to</b>
Account names:
Person who the refund is paid to:

**Agreement to pay any refund to the person named above – all other account holders must sign below.**

<b>Signature</b>	<b>Print your name</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Declaration**

- I confirm that the information I have given is true and complete.
- I understand that you may use it to maintain Council Tax, Housing Benefit and electoral register records.
- I give you permission to check the information I have given
- I will let you know immediately if my circumstances change.
- You may be subject to a fine and or prosecution if you give false information.

Your signature:       Print your name:

Your phone number:       Date: