

Ref:

Date:

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

COUNCIL TAX – LANDLORDS DECLARATION

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

Address of property

A TENANT MOVING OUT

Name(s) of tenant(s) moving out

Date moved out _____

Date tenancy ends _____

Was there a tenancy agreement? _____

For how long? _____

Where has the tenant moved to

Have the property been left furnished? _____

If you are going to do repairs or structural alterations to the property, please give details

What date is work to start? _____

How long is it expected to take? _____

What is your contact telephone number in case I need to make an appointment with you to visit the property

A TENANT MOVING IN

Name(s) of tenant(s) moving in

If more than one, are they partners, or joint tenants

What date did the tenancy begin?

Date of moving in?

Is there a tenancy agreement of six month or more?

Please provide a copy

Has the property been let furnished?

Does the tenant rent the whole house or just one room?

If the tenants share facilities, please give details

Is this property the tenants main home?

If not their main home, please state their home address

Does the tenant require a Benefit Claim Form?

LANDLORDS 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

Address

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