



Copeland Borough Council
The Copeland Centre Catherine
Street, Whitehaven Cumbria,
CA28 7SJ

tel: 0845 054 8600
fax: 01946 598308
Email: info@copeland.gov.uk
web: www.copeland.gov.uk

NON DOMESTIC RATES

For office use only
Account number:
Property reference:
Date:

BUSINESS RATES LANDLORDS PROPERTY VACATION FORM

Please complete this form and return to the address above.

Full address of property.....
.....

1. Full name and forwarding address of tenant moving out

2. Date lease/tenancy agreement ended..... Date keys were returned to the landlord if different from lease/tenancy end date..... Is the property completely empty of all stock and removable equipment..... If so please state the date everything was removed.....

3. Landlords full name and address If you have a managing agent acting on your behalf, please give their name and address.....
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Continued overleaf

4. If you have a new tenant in the property, please give the following information

Tenancy start date.....

Full name(s) and address of tenant(s).....

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5. If you have sold the property please give the following information::

Date of completion of sale:.....

Full name and address of new owner(s):.....

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6. Declaration: The information I have provided on this form is correct to the best of my knowledge and belief.

Signed Date

Full name Capacity in which signed
(block capitals)

Your daytime telephone number, in case of query

11. INFORMATION BY TELEPHONE given by..... Capacity.....

Telephone Number..... Date

Taken By (block caps)..... Signature