

# COUNCIL TAX NEW OWNER/OCCUPIER FORM

*Please read the Data protection Statement before completing this form*

This form gives us the information we need to update our records where changes to a property have taken place. Please complete **Part A** if you are the owner, or **Part B** if you are the tenant. **Parts C** and **D** should be completed by everyone.

<p><b>A</b> Date the property was purchased _____</p> <p>Name and address of solicitor _____ _____ _____</p>	<p>And/or occupation date _____</p> <p>Name of previous owner if known (to help us identify the property) _____ _____</p> <p>Is the property newly built?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>
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<p><b>B</b> Date Tenancy began _____</p> <p>Date of occupation if different _____</p> <p>Is the property let furnished?    YES <input type="checkbox"/>    NO <input type="checkbox"/></p>	<p>Name and address of landlord or agent _____ _____ _____</p>
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<p><b>C</b> Please give your previous address in case we need to amend another record _____ _____</p>	
<p><b>Please complete the relevant questions depending on whether you owned or rented your previous property</b></p>	
<p><b>OWNER</b></p> <p>Have you sold the property    YES <input type="checkbox"/>    NO <input type="checkbox"/></p> <p>If yes, please state completion date of the sale _____ and Name of Purchaser _____</p> <p>_____</p> <p>If "No" please give details of what is happening to the property _____ _____ _____</p>	<p><b>TENANT</b></p> <p>Date tenancy ended _____</p> <p>Was the property let furnished?    YES <input type="checkbox"/>    NO <input type="checkbox"/></p> <p>Name and address of landlord or agent _____ _____ _____</p>

**D About Your New Address**

Please state the number of occupiers aged 18 and over, including yourself \_\_\_\_\_

Address Of Property  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) to appear on the Council Tax Bill  
(please print full names)  
\_\_\_\_\_  
\_\_\_\_\_

Please give details if the bill should be sent  
to an address other than this property  
\_\_\_\_\_  
\_\_\_\_\_

Is this property your only home?                      YES                         NO  

If "NO" please give details of the other property  
address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Council Tax Account Number \_\_\_\_\_

Local Authority \_\_\_\_\_

We may need to contact you about the  
information on this form. It would be useful  
if you could provide your telephone  
number \_\_\_\_\_

**DECLARATION**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name (print) \_\_\_\_\_

**DATA PROTECTION STATEMENT**

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998.

This Authority is under a duty to protect the public funds that it administers and, to this end, may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds, solely for these purposes.