

PURCHASE/NEW TENANCY BUT PROPERTY UNOCCUPIED

To be completed if you have purchased/are about to purchase a property or have taken/are about to take a tenancy on a property but the property is not occupied/will not be occupied.

Data Protection - We are asking for the following information in accordance with the provisions of the Council Tax (Administration & Enforcement) Regulations 1992 (Reg.3) and the Data Protection Act 1998, S.29. It will be used to help us determine your liability for and collect your Council Tax. It may be shared with other Sections of this Council, with other Councils and with other public bodies to determine eligibility for Housing Benefit, liability for Council Tax, to collect Council Tax, to assess and collect other Taxes and Duties, to help detect and prevent fraud, to help detect and prevent crime and to carry out public duties.

1. Full address of property concerned

OWNERS (Complete if you are the freehold/leasehold owner)

Full address (where you are residing, not the property address)

Exact date of purchase	
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Vendor's Full Name (<i>if known</i>)	
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Vendor's new address (<i>if known</i>)	

Full name, address, telephone number and reference of your solicitors (This will enable us to resolve any queries about the purchase if necessary)

TENANTS

(Complete if you have taken a tenancy on the property)

Full name and address (where you are residing, not the property address)

Start date of Tenancy					
Period of Tenancy (select one of the following)	6 months		1 year		Other (Please specify)

Landlord's full name, address and telephone number
Name
Address
Post Code
Tel. No:

Managing Agent's full name, address and telephone number
Name
Address
Post Code
Tel. No:

Is the property furnished?	Yes		No	
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Reason Property Not Occupied

- away working (please indicate duration in other information below)
- away travelling (please indicate duration in other information below)
- undergoing decorating/refurbishment
- undergoing **major** structural alterations and/or **major** repairs to render it habitable.
- other (please specify below in "other information")

Other Information

Please give any other information you feel might be relevant.

Declaration

The information I have given is true and accurate. I understand that it is a criminal offence to supply false information to obtain a monetary advantage and I may be prosecuted if I have done so.

Full name of person completing this form:	
Signature:	Date:
Tel. No. we can reach you on if we have any queries about this form:	