

MOVING(ED) FROM A PROPERTY IN THE BOROUGH

To be completed if you are the Council Tax payer and are moving (have moved) out of the Borough.

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 you have left (are leaving)

2. Your Council Tax Reference (10 digit number beginning 22 on bill)	
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3. Exact date of leaving	
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4. Reason for leaving, please tick :

- **Property sold**
- **Tenancy ended**
- **Other**

3(i)

Exact date of sale:

Exact date of ending:

Please clarify reason in 7 below

5) IF SOLD

Full names of purchasers

Full name, address, telephone number and reference of your solicitors (this may be used to resolve any queries about the date of sale and full names of the purchasers)

6) IF TENANCY ENDED

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

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

New Tenant's name(s) (if known)

7) IF OTHER REASON FOR LEAVING (please clarify)

8) Full Names of all persons over 16 leaving including yourself

9) Full Names of any persons over 16 who are remaining in the property (if applicable)

New address(es) of all persons leaving. If there is more than one address, please specify name of each individual with their new address	
Name	New Address

N.B. You should notify the Council in your new area of your move.

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:			
If completing form for someone else please specify capacity in which you are doing so.			
Signature:		Date:	
Tel. No. we can reach you on if we have any queries about this form:			