

Council Tax - Unoccupied Property Information

Address of unoccupied Property

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Date of Issue

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UPRN

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Issued by

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According to the Council's records the property named above is unoccupied and further information is needed to establish whether it should be exempt from Council Tax or entitled to a Council Tax Discount

Please complete the relevant section of this form according to the current circumstances of the unoccupied property and return to the above address.

A. Newly built, altered or repaired

Is the property

Newly built

Undergoing alterations

Undergoing repair

(Please tick)

Date property became unoccupied and substantially unfurnished

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Date you expect works to be completed

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B. Charities

Name and Address of the charity which owns the property:

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Registered charity number

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Date property became unoccupied and was last used for charitable purposes

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C. Unoccupied Property

(i) Is the property unoccupied and unfurnished?

YES

NO

(ii) Is the property unoccupied and furnished?

YES

NO

Date property became:

(i) unoccupied and unfurnished

(ii) unoccupied and furnished

D. Prisoners

Was the property the sole or main residence of the person now in detention?

YES

NO

Number of adults now resident

Note: A personal discount may be applicable if all but one of the remaining residents are exempt - please ask for further information.

Date property became unoccupied

E. Patients in Hospital or Care Home

Was the property the sole or main residence of a person now in Hospital or a Care Home?

YES

NO

Date property became unoccupied

Name and address of Hospital or Care Home:

Note: People receiving care elsewhere, other than a Hospital or Care Home please complete Section I.

F. Deceased Persons

Date property became unoccupied

Name and address of Executor or Personal Representative:

G. Prohibited by Law

Date property became unoccupied

Reason occupation is prohibited

H. Clergy Dwellings

Date property became unoccupied

Is the property being held available for occupation by a Minister of any religion?

YES

NO

I. Receiving care other than in Hospital or a Care Home

Date property became unoccupied

Address of property where care is being given

J. Providing Care Elsewhere

Date property became unoccupied

Please confirm that you are providing care at another property, not being a Hospital or a Care Home

YES

NO

Address of property where care is being given

K. Empty Student Dwellings

Date property became unoccupied

The property was last occupied wholly by one or more students

YES

NO

The last resident(s) is/are still students

YES

NO

Current address(es) of students:

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L. Repossessed

Date property became unoccupied

Date Mortgagor obtained possession

Name and address of Mortgagor and reference number:

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Please read, sign and date

I understand that the information given will be used to help establish whether an unoccupied property exemption or a Council Tax Discount applies, and that it may be necessary in some cases for the Council Tax Implementation officer to seek further verification from the Institutions/Individuals named above.

SIGNED:

NAME (BLOCK CAPITALS)

DATE: