



Revenues and Benefits Manager: Karen Ironside

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Council Tax – Change of Tenant

By law an owner/landlord has a duty to provide the Council with tenancy details as soon as a property is empty or a new tenancy is established. Failure to provide this information may result in a Civil Penalty being raised and billed in your name.

Please complete the information below and return this form to the address at the bottom of the page.

Property address (please include any flat position)	
	Postcode:

Previous tenant:

Name of previous tenant	
Date tenancy ended	
Forwarding address of tenant	

New tenant:

Name of new tenant	
Date tenancy commenced	
Previous address (if known)	

If the property was unoccupied between tenants please provide dates to and from	From	To
Is the property furnished?	Yes / No	

Your name:	Your signature:
Date:	Telephone number and email address: