



East Ayrshire
COUNCIL

Finance Service

**COUNCIL TAX PROPERTY EXEMPTION APPLICATION
NEW OR EXISTING HOUSE**

SUBJECT ADDRESS:	
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By law a property may be exempt from Council Tax (including Water/Sewerage charges) if it is unoccupied and unfurnished for a maximum period of six months.

QUALIFYING CONDITIONS – AN UNOCCUPIED AND UNFURNISHED HOUSE WHICH IS:

A new or existing house for periods up to 6 months. (If Unoccupied and Unfurnished Exemption has been awarded to the previous owner/occupier immediately prior to the date of sale you will only be entitled to the remaining balance of the 6 month period)

I consider exemption should apply from ____/____/____ to ____/____/____ and I attach supporting documentary evidence. For example:

- Internal photographs confirming property is unfurnished, or
- Invoice from the Removal Company, or
- A letter from a neighbour confirming that the property has been completely **unoccupied** and **unfurnished** during the period of your claim.

(Please tick the relevant box above)

Please also provide the address you were residing at during the period of your claim, together with proof as listed overleaf.

COUNCIL OFFICES
JOHN DICKIE STREET
PO BOX 13
KILMARNOCK, KA1 1BY
TEL: 01563 554400
FAX: 01563 554818

Reference:

If you were residing outwith East Ayrshire during the period of your claim please supply one of the following:

- Copy of a Council Tax bill, or
- Copy of a bank statement for your alternative address, or
- Letter from the owner/sole tenant confirming you are/were residing there

(Please tick the relevant box above)

PLEASE NOTE: PROPERTY EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE

Applicant's declaration

I declare that the information I have provided on this Application Form is true and complete and authorise East Ayrshire Council to verify the details as necessary. I will notify East Ayrshire Council within 21 days of the Exemption no longer being applicable. I understand that failure to notify the Council of this is an offence that may make me liable for a penalty of £50.00.

Signature _____ Date ____ / ____ / ____

Name _____ Tel: _____
(Please print in block capitals) (In case we need to call you)

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