

**CITY OF LONDON - COUNCIL TAX  
VACATING OCCUPIER FORM**

For office use

YOU ARE KINDLY REQUESTED TO COMPLETE **ALL SECTIONS** OF THIS FORM SO THAT YOUR COUNCIL TAX LIABILITY CAN BE CALCULATED CORRECTLY.  
PLEASE RETURN THIS FORM TO THE ADDRESS OVERLEAF WITHIN 5 DAYS. **delete whichever is not applicable \***

**1** Full postal address of property e.g. flat, maisonette, house:

**2**  
Title: Mr/Mrs/Miss/Ms/Other \_\_\_\_\_  
Full Name(s) of individual(s)/company vacating \_\_\_\_\_

**3** State the exact date you stopped residing at the property

✓ TICK **one** box only to confirm the current situation:  
 property sold       lease expired       property let, (give date of new letting)  
 I/we remain liable      If other, please state \_\_\_\_\_

State the exact date for the:  
**Completion of sale / expiry of your tenancy / new letting**

**4** ✓ TICK **one** box to show if the property is currently:  
 occupied       unoccupied & furnished       both unoccupied & unfurnished

If relevant, state the exact date you removed the furniture from the property

**Unfurnished Properties**  
If the property is currently unfurnished our inspector will need to visit prior to any appropriate relief being granted. In order that we can make a convenient appointment, please provide:  
Contact name \_\_\_\_\_ Day time Tel. \_\_\_\_\_

**5** If you have **sold** or **let** the property please state the name of the **purchaser(s)** or **tenant(s)**.  
Give the full name(s) of the individual(s) or the company liable for the payment of Council Tax.

Title	FULL NAME please print in block capitals <i>(continue on separate sheet if required)</i>	State if: owner/tenant/ or other, (please specify)

**6** Please provide a **contact address for the new owners or tenants**, (if not known please give the address for the solicitors/agents dealing with the sale/letting)  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_ Tel. \_\_\_\_\_

**7 If the property is let**

✓ TICK to confirm if the Landlord lets the property :  furnished or  unfurnished

State the full name and address of Landlord or Agent:

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel \_\_\_\_\_

**8 Is your NEW ADDRESS located within the City of London? YES / NO \***

**IF YES** - please provide the following details so that we can amend our records:

New Address:(full postal address) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**State the relevant dates for the occupation of your new property:**

the exact date of <b>completion of purchase / start of your tenancy *</b>	_____
the date furniture was moved into property	_____
the date you became resident at the property	_____

**9 FORWARDING ADDRESS – Please provide your address for all future correspondence:**

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

PLEASE NOTE THAT IF, UNDER THE PROVISIONS OF REGULATIONS 3, 4 AND 5 OF THE COUNCIL TAX (ADMINISTRATION & ENFORCEMENT) REGULATIONS 1992, YOU FAIL TO SUPPLY INFORMATION; OR HAVE NOT RESPONDED WITHIN 21 DAYS OF A WRITTEN REQUEST FOR SUCH INFORMATION, OR KNOWINGLY SUPPLIED FALSE INFORMATION, YOU MAY BE SUBJECT TO A PENALTY OF £70.00 FOR A FIRST OFFENCE AND £280.00 FOR EACH SUBSEQUENT OFFENCE.

**DECLARATION - I certify that the information given on this form is correct:**

**SIGNATURE** \_\_\_\_\_ **DATE :** \_\_\_\_\_

Print Name \_\_\_\_\_ (give position in company, if relevant)

**Please provide your contact details so that we can deal quickly with any query:**

Tel. No. (Home & Mobile): \_\_\_\_\_

Tel. No. (Daytime): \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

PLEASE RETURN THIS FORM WITHIN 5 DAYS TO:

**City of London  
Council Tax Section  
PO Box 270, Guildhall  
London, EC2P 2EJ**

**Telephone enquiries - 020 7332 1882**

**Council Tax and Data Protection - How we will use your information**

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes.