

Council Tax Moving Out Form

Account Number:

Property Reference:

Date of issue:

If you need any help completing this form please
phone the Council Tax Office on 01507 601111.

Please use **BLACK CAPITAL LETTERS**.

Address of property this form is for:

We understand that you are leaving or have left the above property. So we can update our Council Tax records, please complete Section A if you own the property. Please complete Section B (overleaf) if you rent the property.

Please sign the declaration.

Section A: Please complete this section if you own or owned the property

(Please tick which applies)

You will be leaving the above property or you have recently left the above property

What date did you leave or will be leaving the property:

If sold, what is the completion date of the sale?

Please give your new address if different to above:

If your new address is within **East Lindsey** - If you currently pay by Direct Debit and would like this to continue, please tick this box:

Please give the full names and previous address of the new owners:

Continued over

(Please tick)

If unsold, is the property furnished? Yes No

If removed, please provide date:

If the property is for sale, please give the name and address of your Estate Agent:

If unsold, are you renting the property out? Yes No

If Yes, please provide the name and previous address of the tenants:

What date did the tenancy start?

Section B: Please complete this section if you rent or rented the property

(Please tick which applies)

You will be leaving the property overleaf or you have recently left the property overleaf

What date did you leave or will be leaving the property?

What date does or did your tenancy end?

Please give the name and address of the owner/landlord and letting agent:

(Please tick) Was the property let furnished or unfurnished

Please give your new address if different to overleaf:

If your new address is within **East Lindsey** - If you currently pay by Direct Debit and would like this to continue, please tick this box:

Continued over

Declaration

I declare that the information given is correct to the best of my knowledge.

Signed:

Date:

Full name:

Tel:

Email:

Home address:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01507 601111 to check.

WARNING: If a person knowingly makes a false declaration in order to obtain a reduction in their Council Tax liability, they may be found guilty of an offence under Section 2 of the Theft Act 1978 which can lead to imprisonment.