

COUNCIL TAX – CHANGE OF ADDRESS

Please fill in this form and return it to: Rother District Council, Post Handling Service, P.O Box 10665, Nottingham, NG6 6DZ

Telephone: (01424) 787000 Fax: (01424) 787755

E-mail: revenuesandbenefits@rother.gov.uk Web: www.rother.gov.uk/counciltax



PROPERTY YOU ARE MOVING FROM	PROPERTY YOU ARE MOVING INTO
1. Full address <input type="text"/> Postcode: <input type="text"/>	13. Full address <input type="text"/> Postcode: <input type="text"/>
2. Full name(s) of adults vacating <input type="text"/>	14. Full name(s) of adult(s) occupying property <input type="text"/>
3. Date property vacated <input type="text"/> / <input type="text"/> / <input type="text"/>	15. Date you occupied the property <input type="text"/> / <input type="text"/> / <input type="text"/> (If this property is not within our district, go to 23.)
4. OWNERS Do you still own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	16. How many adults including those in 14 have their main residence at this property? <input type="text"/>
5. Is it occupied? Yes <input type="checkbox"/> No <input type="checkbox"/>	17. Do you wish to claim for the 25% single person discount? Yes <input type="checkbox"/> No <input type="checkbox"/>
6. If yes – the full name(s) of the adult occupiers <input type="text"/>	18. Did you purchase this property? (If no go to 20) Yes <input type="checkbox"/> No <input type="checkbox"/>
7. What date did they occupy? <input type="text"/> / <input type="text"/> / <input type="text"/>	19. Date you purchased property <input type="text"/> / <input type="text"/> / <input type="text"/>
8. If unoccupied, is it Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/>	20. When did your tenancy agreement start? <input type="text"/> / <input type="text"/> / <input type="text"/>
9. Date you sold the property (if applicable) <input type="text"/> / <input type="text"/> / <input type="text"/>	21. Name and address of your landlord or agent <input type="text"/>
10. Full name(s) of the new owner(s) <input type="text"/>	22. If known, please provide the name, forwarding address of the previous occupier <input type="text"/>
12. TENANTS Name and address of the landlord/agents <input type="text"/>	23. Telephone number <input type="text"/>
13. Date tenancy ends <input type="text"/> / <input type="text"/> / <input type="text"/>	
24. Your signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

Any changes in circumstances should be notified to the Council within 21 days
If there is anything else that you need to tell us which is not covered by this form then please attach a covering letter or alternatively send an email to revenuesandbenefits@rother.gov.uk.

This information can be made available in large print, Braille, audio/CD or in another language upon request.

Please telephone: 01424 787730 or

Email: counciltax@rother.gov.uk

Data Protection Act – How we collect and use the information you give us.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.