

COUNCIL TAX – CHANGE OF ADDRESS



Please fill in this form and return it to:

Rother District Council, Post Handling Service, PO Box 7081,
Manchester, M28 8LE **Telephone:** (01424) 787000

E-mail: revenuesandbenefits@rother.gov.uk

Web: www.rother.gov.uk/counciltax

PROPERTY YOU ARE MOVING FROM	PROPERTY YOU ARE MOVING INTO
<p>1. Full address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Postcode:</p> <div style="border: 1px solid black; width: 100%;"></div> <p>2. Full name(s) of adults vacating</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>3. Date property vacated</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div> <p>4. OWNERS Do you still own this property? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>5. Is it occupied? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6. If yes – the full name(s) of the adult occupiers</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>7. What date did they occupy?</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div> <p>8. If unoccupied, is it Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/></p> <p>9. Date you sold the property (if applicable)</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div> <p>10. Full name(s) of the new owner(s)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>12. TENANTS Name and address of the landlord/agents</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>13. Date tenancy ends</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div>	<p>13. Full address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Postcode:</p> <div style="border: 1px solid black; width: 100%;"></div> <p>14. Full name(s) of adult(s) occupying property</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>15. Date you occupied the property</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div> <p>(If this property is not within our district, go to 23.)</p> <p>16. How many adults including those in 14 have their main residence at this property?</p> <div style="border: 1px solid black; width: 100%;"></div> <p>17. Do you wish to claim for the 25% single person discount? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>18. Did you purchase this property? (If no go to 20) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>19. Date you purchased property</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div> <p>20. When did your tenancy agreement start?</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div> <p>21. Name and address of your landlord or agent</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>22. If known, please provide the name, forwarding address of the previous occupier</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>23. Telephone number</p> <div style="border: 1px solid black; width: 100%;"></div>
<p>24. Your signature</p> <div style="border: 1px solid black; width: 100%;"></div>	<p>Date</p> <div style="border: 1px solid black; width: 100%; text-align: center;">/ /</div>

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.