

**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 IN THE PRE-PAID ENVELOPE PROVIDED WITHIN 5 DAYS **delete whichever is not applicable \***

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

❷

Title: Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

Full Name(s) of individual(s)/company vacating \_\_\_\_\_

❸

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\***

❹ ✓ 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. \_\_\_\_\_

❺ 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<br><i>(continue on separate sheet if required)</i> | State if: owner/tenant/ or other, (please specify) |
|-------|---|--|
|       |   |  |
|       |   |  |
|       |   |  |
|       |   |  |

❻ 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, complete section **9**)  
(if NO, go to section **10**)

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

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

Postcode\_\_\_\_\_

State: the exact date for the  
**completion of purchase / start of your tenancy \***

the date furniture was moved into property

the date you became resident at the property

**If you wish to apply for a discount or exemption on your new property please give full details**

**10 FORWARDING ADDRESS**

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 £50.00 FOR A FIRST OFFENCE AND £200.00 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 a contact details so that we can deal quickly with any query:

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

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

E-mail Address: \_\_\_\_\_

PLEASE RETURN THIS FORM  
WITHIN 5 DAYS TO:

**COUNCIL TAX SECTION  
LIBERATA UK LTD  
Floor 9  
Downstream Building  
No 1 London Bridge  
London SE1 9AJ**

Tel. 020 7332 1882

"DATA PROTECTION ACT 1998": The information on this form will be used to help the council decide on liability for Council Tax. The information will be used only in connection with billing, collection and recovery of Local Taxes and Revenues, including the calculation of any reliefs. The data may be disclosed to other Local Authorities for Local Taxation purposes only and also to the Council's auditors.