

Council Tax

Vacation Form



Address including post code

Date of issue:
Account Reference:
Property Reference:

Details of people moving out of property

Name	Date of Vacation	Forwarding Address

SECTION 1

Date all furniture will be removed from property

Has the property been sold?

YES

NO

If YES, on what date?

IF YOU HAVE ANSWERED NO TO THIS QUESTION
THEN GO TO SECTION 2

New owners name

Previous address of new owner (if known)

PLEASE GO TO DECLARATION

SECTION 2

Was the property rented?

YES

NO

IF NO GO TO SECTION 3

End date of tenancy

Landlords Name & Address

PLEASE GO TO DECLARATION

Please continue overleaf

Please complete this part if still own the property, but have left

SECTION 3

Is your absence permanant?

YES

NO

If NO, reason for absence?

Is the property for sale?

YES

NO

If YES, name of Agent dealing with sale

Name and address of Agent dealing with letting

Is the property to be let furnished or unfurnished?

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

Full Name

Daytime

Telephone Number

Signed

E-Mail

Date