

COUNCIL TAX CHANGE OF ADDRESS FORM

Please complete this form if you are about to move or have already moved address. If other people you live with are moving from or to separate addresses they should fill in their own form. If you have any questions call Council Tax on (01279) 446688 or e-mail council.tax@harlow.gov.uk

Name:
Address:

Council Tax account reference (if known):
Date form issued:
/ /

► Please complete all sections in CAPITAL LETTERS

V3.11 GRN 1/2/2008

SECTION 1 What is the address you moved from OR will move from?

Postcode:

FOR OFFICE USE ONLY

LA? Yes No
Date:
Initials:

SECTION 2 What is the address you moved to OR will move to?

Postcode:

FOR OFFICE USE ONLY

LA? Yes No
Date:
Initials:

SECTION 3 Move(d) in date: / /

If you move(d) within Harlow and already pay by direct debit, do you wish to continue paying using the same bank account details? Yes No

SECTION 4 Regarding the address in SECTION 1

Please ✓ the sentence that applies to you, and provide the details requested:

(a) As the owner of the property I have

(i) sold it to a purchaser Completion date: / /

Please provide the names and addresses of the purchaser and their solicitor in the details box below.

(ii) let it out to tenants Tenancy start date: / /

Please provide the names and addresses of the tenants and the letting agent in the details box below.

(iii) left it unoccupied and unfurnished... ...or furnished

Date from: / / Date to: / /

(b) As the tenant of the property I rented it unfurnished... ...or furnished

Tenancy cease date: / /

Please provide the names and addresses of the landlord and the letting agent in the details box below.

(c) I am neither the owner or tenant but my relatives / friends / colleagues still live there

Please provide the names of the relatives / friends / colleagues in the details box below.

Details:

SECTION 5 Please tell us about everyone over 16 who lives OR will be living at your new address – including yourself:

Title	First names	Surname	Tell us here if you are living together as Friends / Family / Married / Partners	Tell us here if the person is the Owner, Tenant or Leaseholder	What is their date of birth?
					/ /
					/ /
					/ /
					/ /
					/ /

If you are the only person listed above, aged 18 or over, please to claim a single person's discount

SECTION 6 Regarding the address in SECTION 2

Please the sentence that applies to you, and provide the details requested:

(a) As the owner of the property it has been

(i) recently bought from the previous owner Completion date:

Please provide the names and addresses of the previous owner and their solicitor in the details box below.

(ii) previously let out to tenants by me Tenancy cease date:

Please provide the names and addresses of the tenants and your letting agent in the details box below.

(iii) left unoccupied and unfurnished... ...or furnished

Date from: Date to:

(b) As the tenant of the property I am renting it as unfurnished... ...or furnished

Tenancy start date:

Please provide the names and addresses of your landlord and the letting agent in the details box below.

(c) I am neither the owner or tenant but will live there with relatives / friends / colleagues

Details:

► Very important!!! – You must now sign and date the declaration below ▼

DECLARATION:

I / We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.

Signature(s):

Date:

Name(s):

E-mail:

Day tel no.:

If any refund becomes due, please (i) state to whom the cheque should be made payable, or (ii) provide your bank sort code, bank account number and bank account name so we can pay you by directly by BACS:

► You will soon be sent a new bill showing how much you owe. (For a simple and convenient method of making payments, please fill in the enclosed Direct Debit form).

► **Once completed and signed send this form to: Revenues & Benefits, Harlow Council, Civic Centre, The Water Gardens, College Square, Harlow, Essex, CM20 1WG**

Harlow Council undertakes that it will treat any personal information (ie data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.