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*

Harlow Council
Working together for Harlow
www.harlow.gov.uk

Name:

Address:

Council Tax account reference (*if known*):

Date form issued: D D M M Y Y Y Y

►***Please complete all sections in CAPITAL LETTERS***

V3.2 GRN 14/06/2013

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

Postcode:

FOR OFFICE USE ONLY

LA? Y N
Date:
Initials:

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

Postcode:

FOR OFFICE USE ONLY

LA? Y N
Date:
Initials:

SECTION 3 Move(d) in date: D D M M Y Y Y Y

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 <u>the owner</u> of the property I have

(i) sold it to a purchaser ☐ Completion date: D D M M Y Y Y Y

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: D D M M Y Y Y Y

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: D D M M Y Y Y Y
Date to: D D M M Y Y Y Y

(b) As <u>the tenant</u> of the property I rented it unfurnished… ☐ **…or furnished** ☐

Tenancy cease date: D D M M Y Y Y Y

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

(c) I am <u>neither the owner or tenant</u> 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:

Tell us here if you are living together as: **A.** Friends / **B.** Family / **C.** Married / **D.** Partners

Tell us here if the person is the: **O.** Owner, **T.** Tenant or **L.** Leaseholder

Title	First name(s)	Surname			What is their date of birth?
					D D M M Y Y Y Y
					D D M M Y Y Y Y
					D D M M Y Y Y Y
					D D M M Y Y Y Y
					D D M M Y Y Y Y

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 <u>the owner</u> of the property I have

(i) recently bought it from the previous owner ☐ Completion date: D D M M Y Y Y Y

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

(ii) previously let it out to tenants ☐ Tenancy cease date: D D M M Y Y Y Y

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

(iii) left it unoccupied and unfurnished… ☐ or furnished… ☐ Date from: D D M M Y Y Y Y

Date to : D D M M Y Y Y Y

(b) As <u>the tenant</u> of the property I am renting it as unfurnished… ☐ **…or furnished** ☐

Tenancy start date: D D M M Y Y Y Y

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

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

Details:

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):

Name(s):

E-mail:

Please provide a mobile telephone number below (or other daytime telephone number):

Date: D D M M Y Y Y Y

If any refund becomes due, please either: (1) state to whom the cheque should be made payable, or (2) provide your bank account number, bank sort code and bank account name so we can pay you by directly by BACS:

(1) Name:

(2) **Account number:** **Sort Code:**

Acc Name:

► *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.*

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

How we will use your information

The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.harlow.gov.uk/data-matching on Harlow Council's website.

The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.