

Report a tenant moving out

Please complete this form if you are an owner/ landlord/agent and you wish to report a tenant moving out of a property you own or manage.

Please email your completed form to:
counciltax@sholland.gov.uk

About you

Are you the owner/landlord or agent of this property?

Owner/Landlord Agent If you are the Agent, please provide:

Full name of the owner:

Address of the owner:

Telephone number of the owner:

Email address of the owner:

About the tenant(s) leaving the property

Full names of ALL tenants, including title e.g. Mr, Miss, Mrs, Ms etc:

Address of the property you are reporting the change of tenant for:

What are the names of ALL occupants who are leaving the property?

Please confirm the date the tenants moved out:

Please confirm the tenancy end date:

Was the property unfurnished from the date your tenants moved out?

Yes No

If No, please confirm the date the furniture was removed:

If some furniture remains in the property, please provide details of the furniture left in the property:

Was the property let as furnished or unfurnished?

Furnished Unfurnished

Please provide the tenant's forwarding address, including postcode:

Please provide any further information you wish to tell us about.

If you are not aware of a forwarding address please include any information here that may help us contact the tenant e.g. employer or family address.

Declaration

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

Signed:

Date:

Full name:

Your telephone number:

Your email address:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, South Holland District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website www.sholland.gov.uk/privacy for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



Delivering services for

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