

# City of London Council Tax Vacating Occupier Form

Complete all sections of this form within 5 days so that your council tax liability can be calculated correctly

## 1. Full postal address of property

## 2. Full name(s) of individual(s)/company vacating

## 3. State the exact date you stopped residing at the property

## 4. ✓ 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 \_\_\_\_\_

## 5. The exact date for the completion of sale / expiry of your tenancy / new letting

## 6. ✓ TICK one box to show if the property is currently

occupied       unoccupied & furnished       both unoccupied & unfurnished

## 7. If relevant, state the exact date you removed furniture from the property

## 8. 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 Further details can be provided using a separate sheet	State if: owner/tenant/ or other, (please specify)

## 9. 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)

Email

Telephone number

## 10. ✓ TICK to confirm if the Landlord lets the property furnished or unfurnished

State the full name and address of Landlord or Agent

Email

Telephone number

**11. If your NEW ADDRESS is in the City of London**

Please give your new address, including postcode and complete question 12. For properties outside the City of London you will need to contact the relevant local authority directly.

**12. Occupation dates for new property in the City of London****Date**

the exact date of completion of purchase / start of your tenancy

the date furniture was moved into property

the date you became resident at the property

**13. A forwarding address for all future communications**

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 £70 for a first offence and £280 for each subsequent offence.

**14. Declaration - I certify that the information given on this form is correct**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name

(If relevant, give position in Company)

**Please provide your contact details so that we can deal quickly with any query****15. Your daytime telephone number (work, home or mobile)****16. Your email****Council Tax and Data Protection - How we will use your information**

The information that you provide will be processed in accordance with the General Data Protection Regulation and the Data Protection Act 2018. This authority has a duty to protect public funds it administers and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records and credit reference checks. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes.

Please return this form to Council Tax Team, City of London, PO Box 270, Guildhall, London, EC2P 2EJ  
 Alternatively, you can scan and email this form to [counciltax@cityoflondon.gov.uk](mailto:counciltax@cityoflondon.gov.uk)  
 Telephone enquiries - 020 7332 1882