

VACATION OF PROPERTY DETAILS

1. NAME[S] OF COUNCIL TAXPAYERS WHO WILL BE VACATING THE PROPERTY

2. NAME[S] OF OTHER ADULTS [AGED 18 OR OVER] WHO WILL ALSO BE LEAVING

3. ADDRESS OF PROPERTY

POSTCODE

4. DATE OF VACATION

5. DATE OF COMPLETION [IF SOLD]

5A. NAME AND ADDRESS OF SELLING AGENT IF NOT SOLD

6. NAME AND ADDRESS OF SOLICITOR ACTING FOR YOU IN THE SALE OF THE PROPERTY

6A. NAME & ADDRESS OF PURCHASER

7. DATE LEASE ENDED [IF LEASED]

8. NAME AND ADDRESS OF OWNER

9. DATE TENANCY OR LICENCE ENDED [IF RENTED]

10. NAME AND ADDRESS OF LANDLORD

11. NEW ADDRESS OF TAXPAYER[S]

I Understand the above information will be used to update the Council's Council Tax records if appropriate.

SIGNED: _____ DATE: _____