



BOROUGH OF HYNDBURN
HOME OF THE ACCRINGTON PALS

**BENEFITS, REVENUES
AND CUSTOMER CONTACT**

Accrington Town Hall
Broadway Offices
Accrington
BB5 1EZ

Moving House – Council Tax Landlord Notification

Section 1: Property details

1. Please provide the address of property which has been vacated/occupied

| | |
|------------------------------|--|
| Address | |
| Postcode | |
| Former Tenant name(s) | |

1a. Is your property let furnished ? Yes No

2. The Council Tax Reference, if you have it

3. Date your tenants moved out of the property

The date the tenancy ended

3a. New address of your tenants.

4 Have all tenants moved out?

Yes

No (please go to Q5)

| | |
|---|-------|
| 5. Please provide the full names of all residents left in the property. | 1. Mr |
| | 2. Mr |
| | 3. Mr |
| | 4. Mr |
| | 5. Mr |

| | | |
|---------------------------------|------------------------------|-----------------------------|
| 6. Has this property been sold? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6a. What was the date of sale? | | |

Section 2: New tenants

| | | Tenant | Partner |
|---|-------|--------|---------|
| 7. Please provide the full names of all residents over the age of 18. Please use a separate sheet to continue if necessary. | 1. Mr | | |
| | 2. Mr | | |
| | 3. Mr | | |
| | 4. Mr | | |
| | 5. Mr | | |

| | |
|---|--|
| 8. Date your tenants moved in to the property | |
| The date that their tenancy started | |
| 8a. Previous address of your tenants. | |

9. If any of the residents you have named are in any of the following categories,

- Students or Student Nurses
- Apprentices or Trainees
- Severely mentally impaired
- Aged 18, 19 or 20 and in Further Education
- Aged 18, 19 or 20 and still entitled to child benefit payments

Please use this space to tell us and we will contact your tenants about any discounts which may be applicable. Details of discounts and downloadable forms can be found online at www.hyndburnbc.gov.uk/counciltax

| | |
|---|--|
| 10. Is this property is to be left empty, please tell us here. Please note that if this property was purchased empty, further Council Tax exemption may not be applicable. | |
|---|--|

| | |
|---|--|
| 11. If you wish to tell us anything else about this property please use this space | |
|---|--|

Section 4: About you

| | |
|---|--|
| 12. Your name | |
| 12a. Your address | |
| 12b. Your telephone number | |
| 12c. Your email address | |
| 12d. Your relationship to the new property. i.e. Landlord/new owner/appointee. | |

Where to send this form

You have several options for returning this form:

- You can email this form to us at enquiries@hyndburnbc.gov.uk

We are open:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|----------------|------------------|-----------------|---------------|
| 09:00 – 16:45 | 09:00 – 16:45 | 10:00 – 16:45 | 09:00 – 16:45 | 09:00 – 16:45 |

- You can drop it in our post box: Our post box is on the right hand side of the automatic doors at the Broadway entrance to our offices. This steel post box is secure and can be used 24 hours a day.
- Post your documents to us at the following address:

Hyndburn Borough Council
Council Tax Department
Accrington Town Hall
Broadway
Accrington
BB5 1EZ

Contact us

For help with your form, for any other enquiries or to book an appointment to see us in person, please contact us using the following details:

- By telephone – 01254 388 111
- By email – enquiries@hyndburnbc.gov.uk
- Online – www.hyndburnbc.gov.uk/counciltax

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