**COUNCIL TAX**

**LIABILITY – END OF OCCUPATION FORM (OWNER)**

Charnwood B. C.  - Council Tax, Southfield Road,

Loughborough, Leicestershire

LE11 2TX

TEL : 01509 634666

E-MAIL : council.tax@charnwood.gov.uk

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|                   | Account No.: | Property Reference | Date |
|       |  |       | 23/06/2010 |   |

This form constitutes a notice under Regulation 3 of the Council Tax (Administration & Enforcement) Regulations 1992 (SI 1992 No. 613) and as such you are required to supply the information requested within 21 days of this notice. Failure to do so could lead to a penalty of £50. **Please read the declaration below then complete, sign and return the form to Charnwood Borough Council, Council Tax Dept, Southfield Road, Loughborough, Leicestershire**

**LE11 2TX**

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| **Names of Tenant(s):** **,**  |

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| **Address of Property Vacated :** **,** **,** **,** . |
| **Date of End of Tenancy/End of Lease**  |  |       |
| **What is/are the forwarding address(es) of the above named tenant(s)? (Please continue overleaf if necessary)** |
| **Post Code:**  |  |

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| --- | --- | --- | --- |
| **Do you still own the property?** | **YES/NO** | **Is the property furnished?**  |  **YES/NO** |
| **If yes, what are your intentions as to the future of the property? ( If the property has been occupied since the above tenants vacated, please give full details including names and relevant dates overleaf.)**  |
| **Have you sold the property?** | **YES/NO** |  |
| **If YES, what is the name and address of the purchaser :****Post Code:**  |  |
| **If YES, which solicitor/estate agent dealt with the sale/transfer of lease of your former property:****Post Code:**  |  |

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| **DECLARATION:****I declare that the information given above is correct to the best of my knowledge.** |
| **Full Name:**  |  | **Date :** |  |
| **Signed:** |  | **Telephone No. – Day** |  |
| **Eve** |  |