

Our Ref: WEBFORM
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Please ask for: Customer Services



Corporate and Community Services

Name: Revenue Services
211 Main Street
Address: Barrhead
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www.eastrenfrewshire.gov.uk

COUNCIL TAX PROPERTY EXEMPTION APPLICATION – ESTATE OF A DECEASED PERSON

SUBJECT ADDRESS -

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended), a dwelling may be exempt from Council Tax. This application covers a dwelling which has become unoccupied as a result of the death of a single resident.

Section 1: No Grant of Confirmation

Where Council Tax liability is due solely by the estate of a deceased person and a Grant of Confirmation **HAS NOT** been made an unlimited exemption will be granted while this condition is in force.

a) Will Grant of Confirmation be awarded in this matter? **YES / NO**

If yes, please provide expected date: _____

Section 2: Grant of Confirmation awarded

Where Council Tax liability is due solely by the estate of a deceased person and Grant of Confirmation to the estate **HAS** been made an exemption up to a maximum of six months will be granted from the date it was awarded. 90% Council Tax will be payable thereafter until the ownership of the dwelling changes.

a) Date Grant of Confirmation awarded: _____

Section 3: Executor details

a) Full name of deceased person _____

b) Date of death _____

c) Full name of appointed executor: _____

d) Address of executor _____

(Section 3 continued) -

e) Has the title of the dwelling been transferred? YES / NO

If yes, also complete (a) if no complete only (b)

Please note exemption cannot be considered if the relevant sections are not completed.

Please complete the relevant section below to prevent the form being returned.

(a) Please provide: Name of new owner: _____

Address _____

Date transferred _____

(b) Please provide: Name of owner (at date of death) _____

Address _____

Date of Purchase _____

Section 4: Documentary evidence

All applications must be supported by one of the documents listed below. **Failure to supply such evidence will result in the application being refused.**

1. Copy of the Grant of Confirmation or letter from Solicitor advising an application for Grant of Confirmation has been/will be made.
2. A letter from the executor or appointed agent that a Grant of Confirmation will not be made.

(Please note any incomplete forms will be returned without the exemption being granted)

I declare that the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details. If exempt status no longer applies to this property I undertake to notify East Renfrewshire Council within 21 days of this occurring. I understand that failure to provide this information is an offence which may make me liable for an initial fine of £50.00 and £200.00 for each subsequent offence. Furthermore, this information may be shared with other public bodies e.g. neighbouring Councils or other organisations which handle public funds, for the purposes of preventing and detecting fraud

Signature of executor or agent: _____ Date: _____