

REF NO:

Name:

Correspondence Address:

Subject Address:

**COUNCIL TAX PROPERTY EXEMPTION APPLICATION -
PERSONS UNDER EIGHTEEN**

The undernoted category of housed are exempt from Council Tax in terms of the Council Tax (Exempt Dwellings) (Scotland) Order 1992 (as amended). The Order provides for the exemption to be applied for an unlimited period.

Please supply the details requested, sign the declaration and return this form, together with the necessary supporting evidence, to the address shown below.

QUALIFYING CONDITIONS: AN OCCUPIED PROPERTY:-

- 1) Where the SOLE occupant, or ALL the occupants, are under 18 years of age.
- I consider Exemption should apply from/...../..... to/...../.....:
- I attach, in support of this application, documentary evidence as to the status of the property, for example:-
- a) Birth Certificate
 - b) Passport

PLEASE NOTE PROPERTY EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE.

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 LIABLE PERSON: **DATE:**.....

Corporate and Community Services East Renfrewshire Council Offices, 211 Main Street, Barrhead, Glasgow, G78 1YF Telephone: 0141 577 3002 Fax: 0141 577 3255 E-mail : ctax@eastrenfrewshire.gov.uk

PAYMENTS MUST CONTINUE PENDING THE OUTCOME OF YOUR APPLICATION

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| <p>Our Service Standards:</p> | <ul style="list-style-type: none"> > We will reply to all mail within 20 working days. > We will determine all requests for discounts/changes in circumstances and issue a revised bill within 20 working days. > We will update the customer's account within 2 working days of payment at a council office or within 2 working days of notification being received from the council's bankers or Girobank > We will ensure that all residents are notified within six weeks of a missed payment. |
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