

Council Tax – Change of Tenancy

A change in tenancy means there is a new tenant or occupant in the property.

What evidence do I need to provide?

Your application must be supported with the following evidence:

- Copy of signed lease agreement.

Complete this form in full, sign the declaration and return with the required evidence to the address at the top of this form.

Section 1 – To be completed by Property Owner or Agent

The person who owns the property or an agent acting on behalf of the owner should complete this section.

Full name

This is the full name of the owner or landlord.

Property address

This is the address of the property.

Email address

Telephone number

Section 2 - Previous Tenant/Occupant

Previous tenant/occupant's name

This is the full name of the person who has left the property.

Date tenancy ended

This is the date the tenancy ended.

Forwarding address of previous tenant/occupant

This is the address of the tenant/occupant who has left the property.

Is the property furnished or unfurnished between lets?

furnished

unfurnished

Section 3 - New Tenant/Occupant

New tenant/occupant's name

This is the full name of the person moving into the property.

Date tenancy started

This is the date the tenancy started.

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Previous address for new tenant/occupant

This is the previous address of the person who is moving into the property.

Section 4 – Private Landlords

How long is the tenancy?

The number of months the tenancy is for.

Date of sale

If property has been sold, this is the date it was sold

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Solicitor's full name and address (optional)**Name of new owner (optional)**

This is the person who has purchased the property.

Declaration

I declare the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details. If there is a change in my circumstances and exempt status no longer applies, I will notify East Renfrewshire Council within 21 days. I accept failure to provide this information is an offence, which may result in a fine of £50 and £200 for each subsequent offence. I understand this information may be shared with other councils or organisations that handle public funds for the purposes of preventing and detecting fraud.

Signature of liable person