

Council Tax – Moving Home

You must complete sections A & D, and then

- If you have moved into Southwark you should also complete section B
- If you have moved out of Southwark you should also complete section C
- If you have moved within Southwark you should complete all sections



A

If you are a joint tenant/ owner please give both names below (if there are more than 2 joint tenants/ owners then please use a separate sheet)

Name of person 1	Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/>
	First name	Surname

Name of person 2	Title (please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/>
	First name	Surname

Telephone number & Email Address (this is not compulsory)	<input type="checkbox"/> Phone number <input type="text"/>
	<input type="checkbox"/> Email <input type="text"/>

B - Moved in – New Address

Property Address	<input type="text"/>
	Postcode <input type="text"/>

Date Moved in	<input type="text"/>	Total Number of residents (over 18yrs) including yourself	<input type="text"/>
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If you or any of the adults living with you fall into the categories listed on page ?? please give their name date of birth and indicate the category	<input type="text"/>
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Are you....	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Moved in with existing household <input type="checkbox"/> Other (give details)
	<input type="text"/>

If you are the owner

Date of purchase	<input type="text"/>
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Name & Forwarding Address of the previous Owner	<input type="text"/>
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If you are the tenant

Tenancy start date	<input type="text"/>	Is the tenancy furnished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Name, Address Telephone number & email for the landlord/ agent	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<input type="checkbox"/> Tel:	<input type="text"/>
<input type="checkbox"/> Email:	<input type="text"/>

If you are moving in with an existing household

Full Name(s) of people you will be living with	<input type="text"/>	Your relationship to these people (e.g. friend, son, border, lodger)	<input type="text"/>
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C - Moved out – Previous Address**Previous Address**

Postcode

Council Tax reference**Your new Address**

Postcode

If you are/ were the owner (of the previous address)

Do you still own the previous property

 Yes No

If sold

Date of sale

Name of the new owner

If you still own the (previous) property

Is it occupied

 Yes No

If yes

/ /

Date of tenancy

Tenants name(s)

If no, is it furnished ?

 Yes No**If you are/ were the tenant**

Date of tenancy ended

Name, Address Telephone number & email for the landlord/ agent

 Tel: Email:**D – Signature**

Under the provisions of Regulation 3,4 and 5 of the Council Tax (Administration and Enforcement) Regulations 1992, if you fail to supply information you have within 21 days or knowingly supply false information, you may be subject to penalty of £50.00.

Signed

Date

Data Protection Act 1998: The information on this form will be used to help the Council decide on liability for the Council Tax. The information will only be used in connection with the billing, collection and recovery of local taxes and revenues, including the calculation of any associated discounts, reliefs and benefits. The data may be disclosed to other local authorities for local taxation purposes only and to the Council's auditors.

This authority is under a duty to protect the public funds it administers and to this end may use this information you have provided on this form within this authority for