

Inverclyde

Council

NON DOMESTIC RATES

NOTIFICATION OF NEW OCCUPIER

RATES REFERENCE NUMBER (if known): _____

PROPERTY ADDRESS: _____

In order to update my records with regards to a new occupier of the above property I shall be obliged if you will provide me with the following information

1. Your full name or company name	
2. Correspondence address	
3. If owner: Date of purchase	
4. If owner: the name and address of your solicitor	
5. If tenant: Date of Occupation	
6. If tenant: the name and address of your landlord	
7. Your previous address	
8. If known, please provide the new address of the former occupier	
9. Preferred Method of Payment	Monthly: Direct Debit/Standing Order/Cash Half-Yearly

Signed: _____ **Date:** _____