

**Council Tax
Change of Tenant Notification Form**



This form should be used to advise that there has been a change in all the tenants of a property. Please complete and return this form to the address overleaf to enable your Council Tax Liability to be correctly assessed. Should you require further assistance please contact Revenues and Benefits on 01475 712961.

www.inverclyde.gov.uk/council-and-government/council-tax

Council Tax account no:

Property Details

Address of Property
.....
.....

Please ensure a copy of the new Lease Agreement is enclosed when returning this form.

Outgoing Tenant's Details

Title	Forename	Surname
.....
Their forwarding address		
.....		
Exact date tenancy ceased / /.....		

New Incoming Tenant's Details

Title	Forename	Surname
.....
.....
.....
Their previous address		
.....		
Exact date tenancy commenced /..... /..... Length of tenancy		
Furnished or Unfurnished Lease		

If Property Now Sold

Name of new owner Date property sold /..... /.....
Name and address of your solicitor
.....

I declare that to the best of my knowledge the information on this form is true and complete and I understand that Inverclyde Council may seek further confirmation. I will notify within 21 days any change in circumstances that may affect my liability e.g. number of adults in house changes, changes of ownership/tenancy. I understand that failure to provide this information may make me liable for an initial fine of £50 and £200 for each subsequent offence.

Signature of Liable Person: **Date:**/...../.....

Completed forms should be returned to:

**Revenues Services
Inverclyde Council
PO Box 9467
Greenock
Inverclyde
PA15 1JD**

or emailed along with supporting documents to: council.tax@inverclyde.gov.uk

Data Protection – We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to.