

# Council Tax – Change of Tenancy

If you are a landlord or letting agent you should use this form to let us know about a change of tenancy.



## Part 1 About the property

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Landlords name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Name and address of letting agent (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

## Part 2 About the previous tenants of the property

Name(s) of the previous tenant(s) \_\_\_\_\_  
The address they have moved to (if known) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Date tenancy ended \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Part 3 About the new tenants

Name(s) of the new tenant(s) \_\_\_\_\_  
The address that they moved from (if known). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Start date of tenancy \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Part 4 About the period between lets

Was the property occupied between the end of the of old tenancy and the start of the new tenancy? No

Yes

Was the property completely unfurnished between the end of the of old tenancy and the start of the new tenancy? (all moveable furniture must have been removed) No

Yes

*Please turn over*

## Part 5 Other information

Use this part to tell us anything else that you think we should know

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## Part 6 Declaration

I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect my Council Tax. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution or fine.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please provide your email address or telephone number in case we need to contact you about your application. You do not have to tell us but it will help us to contact you quickly if we have any questions.

email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**For additional information on Council Tax, including reliefs and exemptions visit the Council's website:**  
<http://www.orkney.gov.uk/>

## How information about you will be used

We need the information on this form to determine the correct persons who are liable to pay Council Tax and Scottish Water (water and waste water) charges and to calculate the charge due to the Council. The Local Government Finance Act 1992 is the legal basis for the Council processing your personal information.

The information may be shared as follows.

- Within the local authority, with other local authorities and Audit Scotland to detect and prevent fraud.
- Within the local authority, with other local authorities to pursue outstanding debt.
- Within the local authority to help improve the services provided by the Council, such as information on properties that become empty or become occupied.
- With the Assessor to maintain the Council Tax Valuation List and to evidence empty properties.
- With the Electoral Registration Officer to determine eligibility to vote.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit <http://www.orkney.gov.uk/Online-Services/privacy.htm>. If you are unable to access the Council's website you can request a paper copy from the Council. Users of smartphones can also scan the code below to access the information.



lease return the completed form to the Council Tax Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY. Tel: (01856) 873535 Ext 2133 (Direct Dial 01856 886322), email: [revenues@orkney.gov.uk](mailto:revenues@orkney.gov.uk)

May 18

### For official use only:

Ctax ref \_\_\_\_\_ Valuation ref \_\_\_\_\_

Form Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Input by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Update Contact Details Y / N

If form completed by member of staff please provide name \_\_\_\_\_