

HARTLEPOOL BOROUGH COUNCIL, REVENUES SECTION

DETAILS OF CHANGE OF OWNERSHIP/ADDRESS FOR COUNCIL TAX



Old Address -Property moving from _____

Occupants of this Address

<u>Surname</u>	<u>Name</u>	<u>Title</u>	<u>Date of Birth</u>	<u>Residential Status (ie owner,tenant, etc)</u>

- Date furniture removed _____
- Are you still the owner of the property? YES/NO. If no, Date of completion of sale _____
- If rented, name and address of landlord _____
- Name and previous address of new owner and/or occupier (if known) _____

New Address - Property moving into _____

Occupants of this Address

<u>Surname</u>	<u>Name</u>	<u>Title</u>	<u>Date of Birth</u>	<u>Residential Status (ie owner,tenant, etc)</u>

Name and forwarding address of occupant(s) not moving into new address _____

- Number of adults resident in the new property _____
- Single person discounted requested YES/NO
- Date moved into the property _____
- Date of completion of purchase _____
- Name and address of solicitor who acted on your behalf _____
- Date of commencement of tenancy _____
- Name and address of landlord _____
- Name and address of previous owner (if known) _____

Contact Telephone Number _____

Email Address _____

Print Name _____

Signed _____ Dated _____

