

Council Tax Exemption – Estate of a Deceased Person

A property can be exempt from Council Tax if it has become unoccupied as a result of death of the only occupant.

What evidence do I need to provide?

Your application must be supported with the following evidence:

- Copy of the death certificate.
- Copy of the Grant of Confirmation, if applicable.

Complete this form in full, sign the declaration and return with the required evidence to the address at the top of this form.

Section 1 - Ownership of Property

Full name of owner

Property's address

Date of purchase

This is the date the property was purchased by the deceased.

Date transferred/sold

This is the date the property was transferred or sold to the new owner.

Full name and address of new owner

This is the person the property may have been sold to or the titled transferred to.

Section 2 - Executor details

Full name of the deceased

Date of death

This is the date of death of the deceased.

Full name of appointed executor

An executor is the person named in a will responsible for dealing with the deceased persons estate.

Executor's address

Email address

This is the executor's email address.

Telephone

This is the executor's phone number.

Solicitor's full name and address (optional)

Section 3 - Grant of Confirmation

Grant of Confirmation is the legal document that gives the executor the authority to uplift and distribute the deceased person's estate. If Grant of Confirmation has been made an exemption will be granted from the date it was awarded for a maximum of 6 months.

Date Grant of Confirmation awarded

This is the date Grant of Confirmation was awarded from.

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Will grant of confirmation be awarded?

<input type="checkbox"/>	yes	<input type="checkbox"/>	no
--------------------------	-----	--------------------------	----

If yes, what's the expected date?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Declaration

I declare the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details. If there is a change in my circumstances and exempt status no longer applies, I will notify East Renfrewshire Council within 21 days. I accept failure to provide this information is an offence, which may result in a fine of £50 and £200 for each subsequent offence. I understand this information may be shared with other councils or organisations that handle public funds for the purposes of preventing and detecting fraud.

Signature of liable person

A liable person is the person responsible for the bill.
