

Council Tax – Change of Occupier

You should complete this form if you're:

- moving into East Renfrewshire from another area
- moving within East Renfrewshire or
- moving to a new build property in East Renfrewshire

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

If your address in East Renfrewshire or old address was unoccupied for a time, you could be eligible for an exemption or second home discount on the unoccupied property. For these forms and any other discounts/exemption forms please visit:

www.eastrenfrewshire.gov.uk/council-tax-discounts-and-exemptions

Section 1 – To be completed by liable person

A liable person is the person responsible for the bill.

Full name of person(s) moving in

This is the full name of resident 1 moving in.

This is the full name of resident 2 moving in.

Full name of other person(s) moving in

This is the full name of other residents over 18 years old.

Full name of other person(s) moving in

This is the full name of other residents over 18 years old.

Full name of other person(s) moving in

This is the full name of other residents over 18 years old.

Relationship

The relationship of resident 1 and 2.

Relationship to liable person

Relationship to liable person

Relationship to liable person

Property address

This is the full address of the property.

Are you the owner or tenant?

owner

tenant

Is the property a new build?

yes

no

Section 2 – To be completed by Owner

Date property purchased

This is the date the property was purchased.

Date moved in

This is the date you moved in.

Name, address and telephone of you solicitor (optional)

This is the name, address and telephone number of your solicitor.

Name and address of seller (optional)

This is the name and forwarding address of the seller.

Name, address and telephone of seller's solicitor (optional)

This is the name, address and telephone number of the seller's solicitor.

Section 3 – To be completed by Tenant

Date lease started

This is the date the lease started.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date moved in

This is the date you moved in.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name and address of landlord

This is the name and address of your landlord.

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Landlord's telephone number

This is the phone number of your landlord.

Name of old tenant

This is the full name of the old tenant (if known).

Is this a furnished/unfurnished let?

<input type="checkbox"/>	furnished	<input type="checkbox"/>	unfurnished
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Section 4 – Council Tax method of payment

How will you pay your Council Tax?

<input type="checkbox"/>	direct debit	<input type="checkbox"/>	standing order
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To pay Council Tax by direct debit complete the direct debit mandate on the last page.

If you're on a low income you may be entitled to Council Tax Reduction. To find out more information and apply online go to www.eastrenfrewshire.gov.uk/counciltaxreduction.

Section 5 – Previous Address

Previous property address

This is the address of the property you moved from.

Section 6 – To be completed by Owner

Date property sold

This is the date the property was sold.

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Date moved out

This is the date you moved out.

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Name and previous address of new owner (optional)

This is the name and previous address of the new owner.

Section 7 – To be completed by Tenant

Date tenancy ended

This is the date the property was sold.

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Date moved out

This is the date you moved out.

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Name, address and telephone number of landlord

This is the name and address of your landlord.

Section 8 – Other Resident

If you are not the owner or tenant, please state why?

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

Email address

Telephone