

**Council Tax – Outgoing Occupier**

If you're moving out of East Renfrewshire to another area you should complete this form.

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

**Section 1 – To be completed by person moving out**

**Full name(s) of residents moving out**

This is the full name(s) of all the residents moving out.

**Are you the owner or tenant?**

owner

tenant

**Address**

This is the full address of the property.

**Date property sold**

This is the date the property was sold.

**Date moved out**

This is the date they moved out.

**Name, address and telephone of solicitor (optional)**

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

**New address**

This is the new address you will be moving to.

**Local Authority**

This is the local authority your new address is in.

**Date purchased**

Date you purchased the property.

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**Section 2 – New owner’s details**

**Full name and previous address of new owner**

The full name and previous address of the new owner of the property.

**Name, address and telephone of new owner’s solicitor (optional)**

The name, address and telephone number of the new owner’s solicitor.

**Section 3 – To be completed by Tenant**

**Date tenancy ended**

This is the date the tenancy ended.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Date moved out**

This is the date you moved out.

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

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

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**Name of new tenant**

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

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**New address**

This is the new address you will be moving to.

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**Local Authority**

This the local authority your new address is in.

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**Date purchased/leased**

Date you purchased/leased property

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Was this a furnished/unfurnished let?**

<input type="checkbox"/>	furnished	<input type="checkbox"/>	unfurnished
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**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**