

## Council Tax Exemption – Vacant and Unfurnished

A property can be exempt from Council Tax if it is vacant and unfurnished. The maximum period an exemption can be awarded is 6 months. If an exemption has already been awarded against the property then the previous empty period may count towards the 6 months. This does not apply when the property has been occupied again for at least 6 weeks immediately before you apply for an exemption.

### What evidence will I need to provide?

- Copy of Council Tax bill or other bills to confirm residency at alternative address.
- Internal photographs of each room in the property to show it is unfurnished.
- Proof of marketing property for sale or rent if applicable.
- If abroad, evidence of ownership or lease of property.

Complete this application in full, sign the declaration and submit a copy online with photos of every room in the property at <https://www.eastrenfrewshire.gov.uk/tax-exemptions>

### Section 1 - To be completed by liable person

A liable person is the person responsible for the bill.

Full name

Email address

Telephone number

Address

The full address of the property you're applying for exemption for.

Exemption start date

Exemption end date

**Temporary/alternative address**

This is the full address you were/are living at during the exemption period.

**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**