

Council Tax - Household Change Decrease

This application should be completed if the number of individuals 18 years old or over living in your property has decreased.

Complete this application in full, sign the declaration and submit it online at <https://www.eastrenfrewshire.gov.uk/household-change>

What evidence do I need to provide?

If the decrease is due to a separation you will need to provide one of the following:

- A copy of a legal separation agreement.
- Confirmation your partner is registered for Council Tax at an alternative address.

If you're on a low income you may qualify you for help with your Council Tax payments through the Council Tax Reduction. You can find more information and apply online at <https://www.eastrenfrewshire.gov.uk/council-tax-reduction>.

Section 1 – Liable person

A liable person is the person responsible for the bill.

Full name

Property address

Email address

Telephone number

Section 2 – Resident 1

Full name

This is the full name of the resident that has moved out.

Date moved out

This is the exact date they moved out.

Reason for moving out?

Why did they move out?

Relationship to householder

What is their relationship to the owner of property?

New address

This is the new address the resident has moved to.

Section 2b – Resident 2

Full name

This is the full name of the resident that has moved out.

Date moved out

This is the exact date they moved out.

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Reason for moving out?

Why did they move out?

Relationship to householder

What is their relationship to owner of property?

New address

This is the new address the resident has moved to.

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