

**CROYDON COUNCIL - COUNCIL TAX
VACATING OCCUPIER QUESTIONNAIRE**
*(Please delete whichever is not applicable)

ADDRESS OF PROPERTY _____

Please complete and return this form to the address shown overleaf.

PLEASE STATE WHETHER MR/MRS/MISS/MS or OTHER e.g. DR/SIR/REV.....

NAME(S)

LEAVING
DATE

FORWARDING
ADDRESS

.....

CONTACT TELEPHONE NO.: HOME..... WORK

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IF * OWNER/LEASEHOLDER
DATE OF
SALE

NAME & ADDRESS OF SOLICITOR (PLEASE GIVE REFERENCE)

.....
.....
.....

NAME OF PURCHASER AND THEIR PREVIOUS
ADDRESS

.....

.....TELE. NO:

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IF TENANT
DATE OF TERMINATION OF
TENANCY

NAME & ADDRESS OF
*\LANDLORD/AGENTS

.....

.....

TELE. NO.:

If property is not sold, or if the tenancy has not been terminated, will the property be:-

Empty of Furniture? *YES / NO

Occupied? *YES / NO

(a) If the property is to remain occupied please give the name(s) of those persons of 18 years and over in residence, indicating whether they are the owner, tenant, sub-tenant or other (If other, please specify).

(b) If the property is to be let please give the names of persons 18 years and over in residence, indicating who holds the tenancy agreement, and the exact date tenancy commenced.

Is the property furnished by the landlord? *YES / NO

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Under the provisions of Regulation 3 of the Council Tax (Administration and Enforcement) Regulations 1992, if you fail to supply information requested of you within 21 days or knowingly supply false information, you may be subject to a penalty of £50.00.

Declaration

Signature

Date

PLEASE SIGN AND RETURN THIS FORM TO

**CROYDON COUNCIL
ASSESSMENTS & BENEFITS SERVICES
FINANCE DEPARTMENT
MUNICIPAL OFFICES
FELL ROAD
CROYDON
CR9 1BQ**

**(TELEPHONE: 020 8667 8282)
E-Mail: Croyctax@croydon.gov.uk**

Data Protection Act 1998: The information on this form will be used to help the Council decide on liability for the Council Tax. The information will only be used in connection with the billing, collection and recovery of local taxes and revenues, including the calculation of any associated discounts, reliefs and benefits. The data may be disclosed to other local authorities for local taxation purposes only and to the Council's auditors.

This authority is under a duty to protect the public funds it administers and to this end may use this information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.