

# CHANGE OF CIRCUMSTANCES

|                     |  |              |  |
|---------------------|--|--------------|--|
| Property Reference: |  | Date Issued: |  |
|---------------------|--|--------------|--|

Please complete the form below if you are moving into or within the RIBBLE VALLEY AREA.

|  |   |
|--|---|
| <b>1.</b> Please enter your new address below: | <b>2.</b> Date moved in:                          |
|  |   |
|  | <b>3.</b> Date purchased or<br>tenancy commenced: |
|  | <b>4.</b> Date furniture moved in:                |

|  |             |    |
|--|-------------|----|
| <b>5.</b> Are you the owner?   | YES         | NO |
| If NO, please give the name and address of your landlord (the person you pay rent to): |             |    |
|  |             |    |
| Is this let FURNISHED  | UNFURNISHED | ?  |
| <b>6.</b> Is the property occupied?  |             |    |
| YES      NO  |             |    |
| If NO, go straight to question 9. If YES, carry on with question 7.                    |             |    |

## OCCUPIED PROPERTY

| <b>7.</b> Please list below anyone <b>living in</b> the property that is 18 years old or over ( <b>including yourself</b> ): |           |         | Please tick if the following applies |        |          |                    |
|--|-----------|---------|--------------------------------------|--------|----------|--------------------|
| TITLE  | FORENAMES | SURNAME | OWNER                                | TENANT | RESIDENT | FULL TIME STUDENT* |
|  |           |         |                                      |        |          |                    |
|  |           |         |                                      |        |          |                    |
|  |           |         |                                      |        |          |                    |
|  |           |         |                                      |        |          |                    |
|  |           |         |                                      |        |          |                    |
| * Please supply a Council Tax Certificate from your college/university.  |           |         |                                      |        |          |                    |

|  |     |    |
|--|-----|----|
| <b>8.</b> Are you the sole adult occupant of this address? | YES | NO |
|--|-----|----|

## UNOCCUPIED PROPERTY (only to be completed if the property is unoccupied)

|           |   |  |  |
|-----------|---|--|--|
| <b>9.</b> | If this property is unoccupied please give: |  |  |
| i)        | Owners name(s)                              |  |  |
| ii)       | Correspondence address                      |  |  |
| iii)      | Telephone No                                |  |  |

|            |  |   |     |    |
|------------|--|---|-----|----|
| <b>10.</b> | Please give reasons why this property is unoccupied: |   |     |    |
|            | i)   | Is this your second home?   | YES | NO |
|            | ii)  | Are you decorating?   | YES | NO |
|            | iii)   | Is the property undergoing structural alterations or major repair work? | YES | NO |
|            |  | If YES, please give details:  |     |    |
|            | iv)  | Other, please give details:   |     |    |

|            |  |  |
|------------|--|--|
| <b>11.</b> | When do you intend to occupy the property? |  |
|------------|--|--|

#### VACATION SALE OF PROPERTY

|  |  |
|--|--|
| <b>12.</b> Please enter below the details of your previous address:  |  |
| Date property vacated:   |  |
| If this address was in Ribble Valley please go to <b>Question 13</b> , if not, go straight to <b>Question 17</b> . |  |

|   |  |
|---|--|
| <b>13.</b> Please state below the name(s) and forwarding address(es) of any person(s) over 18 leaving the above address, but not moving to your new address overleaf: |  |
|---|--|

|   |               |                 |
|---|---------------|-----------------|
| <b>14.</b> Were you the owner?  | YES           | NO              |
| If NO, please enter the name and address of your landlord below (the person you paid the rent to):  |               |                 |
| Date tenancy ended:   |               |                 |
| Was the let:  | FURNISHED     | UNFURNISHED     |
| If YES, has the property been sold?   |               |                 |
| If YES, completion date of sale?  |               |                 |
| Name of purchaser and previous address  |               |                 |
| Or, if not known, name and address of the solicitor who dealt with your sale, as without this information we cannot close your council tax account. |               |                 |
| If NO, is the property:   | FURNISHED LET | UNFURNISHED LET |

| <b>15.</b> Is anyone over 18 remaining resident at the property:        |           |                                      |       | YES    | NO       |                    |
|---|-----------|--------------------------------------|-------|--------|----------|--------------------|
| If YES, please state their name and interest in the property:           |           |                                      |       |        |          |                    |
|   |           | Please tick if the following applies |       |        |          |                    |
| TITLE   | FORENAMES | SURNAME                              | OWNER | TENANT | RESIDENT | FULL TIME STUDENT* |
|   |           |                                      |       |        |          |                    |
|   |           |                                      |       |        |          |                    |
|   |           |                                      |       |        |          |                    |
|   |           |                                      |       |        |          |                    |
| * Please supply a Council Tax Certificate from your college/university. |           |                                      |       |        |          |                    |

|            |  |     |    |
|------------|--|-----|----|
| <b>16.</b> | Is this the sole adult occupant of this address? | YES | NO |
|------------|--|-----|----|

|   |  |  |  |  |       |  |
|---|--|--|--|--|-------|--|
| <b>17. Declaration</b>  |  |  |  |  |       |  |
| Please ensure that you have completed all the relevant information above, failure to do so may result in a delay in processing your change of circumstances.  |  |  |  |  |       |  |
| I declare that the information given here is to the best of my knowledge, true and accurate. I agree to tell Ribble Valley Borough Council's Council Tax Section within 21 days of any changes that affect my Council Tax account e.g. if the property is sold. |  |  |  |  |       |  |
| Signature:  |  |  |  |  | Date: |  |
| Name (in capitals):   |  |  |  |  |       |  |
| Daytime telephone number (in case we need to contact you):  |  |  |  |  |       |  |
| Email address:  |  |  |  |  |       |  |