

CHANGE OF CIRCUMSTANCES

Property Reference:		Date Issued:	
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Please complete the form below if you are moving into or within the RIBBLE VALLEY AREA.

1. Please enter your new address below: 	2. Date moved in:	
	3. Date purchased or tenancy commenced:	
	4. Date furniture moved in:	

5. 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 ?		

6. Is the property occupied?	YES	NO
If NO , go straight to question 9 . If YES , carry on with question 7 .		

OCCUPIED PROPERTY

7. Please list below anyone living in the property that is 18 years old or over (including yourself):						
			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.

8. Are you the sole adult occupant of this address?	YES	NO
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UNOCCUPIED PROPERTY (only to be completed if the property is unoccupied)

9. If this property is unoccupied please give:			
i)	Owners name(s)		
ii)	Correspondence address		
iii)	Telephone No		

10.	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:	

11.	When do you intend to occupy the property?	
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VACATION SALE OF PROPERTY

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

13.	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:	

14.	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

15. 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.

16.	Is this the sole adult occupant of this address?	YES	NO
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17. Declaration			
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 Ribbles 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:			