



Reference Number (if known):

COUNCIL TAX CHANGE OF ADDRESS FORM

SECTION 1. Address you moved from OR are moving from	SECTION 2. Address you moved to OR are moving to

SECTION 3. Move(d) in Date

SECTION 4. Regarding address in section 1.

Please mark the sentence that applies to you, and provides the details requested

(a) As the OWNER of the Property I have

Sold it to a purchaser _____ Completion Date / /

Please provide the names & addresses of the purchaser & their solicitor in the details box

Let it out to Tenants _____ Tenancy Start Date / /

Please provide the names & addresses of the tenants and the letting agent in the details box

Left it empty and unfurnished _____ or Furnished _____

Date from / / Date to / /

(b) As the TENANT of the property I rented it

Unfurnished _____ or Furnished _____ Tenancy Cease date / /

Please provide the names & address of the landlord & the letting agent in the details box.

(c) I am NEITHER the owner or tenant but my relatives/friends/colleagues still live there

Please provide the names of the relatives/friends/colleagues in the details box.

Details



SECTION 5 Please tell us everyone over 16 who lives OR will be living at your new address – including yourself.

Title	Forenames	Surname	Are you the owner or tenant?	Date of birth if 16 or 17

SECTION 6 Regarding the address shown in Section 2

Please mark the sentence that applies to you & provide the details requested:

(a) As the OWNER of the property it has been

Recently bought from the previous owner _____ Completion Date / /
 Please provide the names & addresses of the previous owner & their solicitor in the details box

Previously let out to tenants by me _____ Tenancy cease Date / /

Please provide the names & addresses of the tenants & your letting agent in the details box

Left empty and unfurnished _____ or Furnished _____

Date from / / Date to / /

(b) As the TENANT of the property I am renting it

Unfurnished _____ or Furnished _____ Tenancy Start Dated / /

Please provide the names & addresses of your landlord & the letting agent in the details box

(c) I am NEITHER the owner, tenant but will live there with relatives/friends/colleagues**Details****DECLARATION: I/We declare that the information given on this form is complete & accurate to the best of my/our knowledge and belief.**

Name(s)	
Signature(s)	
Date: / /	Telephone number
Email Address	I would like to receive electronic bills via email <input type="checkbox"/>

Once completed & signed send this form to the address overleaf

For a simple, safe & convenient method of making payment, please telephone the Council Tax Offices on 01707 357000 with your bank details to make payments by direct debit.

Welwyn Hatfield Borough Council undertakes that it will treat any personal information (ie data from which you can be identified, such as your name, address, email address, etc) that you provide to us, or that we obtain from you. In accordance with the requirements of the Data Protection Act 1998.

We can provide this information in different formats or give other assistance where needed. Please call 01707 357000 and ask for the Council Tax department or email c.tax@welhat.gov.uk