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**Newly built, altered and repaired properties**

**A**

Your postal address:	Address of property if different to postal address:
	Council Tax Account Number (if known):

I have been notified that the above property may be exempt from Council Tax. For an exemption to be considered you must complete, sign and return this form to the Council tax Office.

**Please read the attached guidance notes before you fill out the rest of this form.**

1. Is the above property	Newly built	<input type="checkbox"/>
	Altered	<input type="checkbox"/>
	Repaired	<input type="checkbox"/>
		<i>please tick</i>
2. When was the above work finished?	day	month
	<input type="text"/>	<input type="text"/>
When was the work started?	day	month
	<input type="text"/>	<input type="text"/>
The date the work is expected to finish?	day	month
	<input type="text"/>	<input type="text"/>
3. Is there anyone living in the above property ?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If <b>YES</b> , how many people aged 18 or over, live there?,	<input type="text"/>	
and when did they move in?	day	month
	<input type="text"/>	<input type="text"/>
	day	month
	<input type="text"/>	<input type="text"/>
If No, when did the property become unoccupied?	day	month
	<input type="text"/>	<input type="text"/>
2. Is the property mainly unfurnished ?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If <b>YES</b> , the date the furniture was moved out?	day	month
	<input type="text"/>	<input type="text"/>
If <b>NO</b> , the date the furniture was moved in?	day	month
	<input type="text"/>	<input type="text"/>

3. Please provide an address, other than the property, at which you can be contacted, if not above.

**4. I declare that the information I have given is correct to the best of my knowledge.**

Name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

The information you give will only be used for the purposes of revenues & Benefits administration. The Council Tax Office may need to check the information given.

**You must tell the Council Tax section of all changes which may affect your right to a discount.**  
Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.

## **Exempt Properties**

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

### **How to apply for an exemption**

*Exemptions are not given automatically.*

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

#### *Exemption type A*

#### **Properties which need or have had structural alterations or major repairs**

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A property is exempt when:

- it is unoccupied; **and**
- unfurnished; **and**
- needs major work or structural repairs to be carried out; **or**
- is in the process of having this work carried out, **or**
- the work has just been finished.

In total the exemption can only last for a maximum of **twelve months**; this can include a maximum of six months after work is finished, providing the property remains unoccupied and unfurnished.

You must tell us about any changes that would mean that the property is no longer exempt. For example if someone moves into the property, or it is sold.