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**Properties Unoccupied And Unfurnished**  **C**

Your postal address:	Address of property if different to postal address:  Council Tax Account Number (if known)
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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 notes before you fill in the rest of the form.**

1. Is there anyone living in the above property ?

Yes	No
<input type="text"/>	<input type="text"/>

If **YES**, how many people aged 18 or over, live there?,

and when did they move in?

day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year

If No, when did the property become unoccupied?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Is the property mainly unfurnished ?

Yes	No
<input type="text"/>	<input type="text"/>

If **YES**, the date the furniture was moved out?

day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

If **NO**, the date the furniture was moved in?

day	month	year
<input type="text"/>	<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"/>
Daytime telephone number:		
<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 C*

### **Newly built or other empty homes**

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A home is exempt when it becomes unoccupied **and** unfurnished.

In the case of newly built properties the exemption will start from the date that the building works have been completed.

The exemption can last for up to **six months** as long as the home remains unoccupied and unfurnished during this time.

If the home is a caravan on a pitch or a houseboat on a mooring, it does not have to be unfurnished for it to be exempt, it only has to be unoccupied.

You must tell us if the home becomes furnished, or someone moves in, or it is sold as this may affect the exemption.