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(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

**Properties Left Empty Where People Have Died** F

Your property 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 guidance notes before you fill in the rest of the form.**

1. Is there anyone living in the above property ? Yes    No

  

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

and when did they move in? day    month    year

<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

If **No**, when did the property become empty?

2. Is the executor or administrator entitled to occupy the property for any reason other than as the personal representative of the deceased ? Yes    No

  

day    month    year

<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

(a) Please provide the date the owner/tenant died. Yes    No

  

day    month    year

<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

(b) Has probate or letters of administration been granted ?

(c) If yes, please give date granted. day    month    year

<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
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3. Please provide Name and Address of Executor or Administrator if different from above and Solicitor dealing with the estate.

Executor/Administrator's name/address:
Solicitor's name and address:

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

Name:	Signature:	Date:
Daytime contact number:		

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 F*

### **Properties left empty by someone who has died**

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A property is exempt when:

- the last person to live in the property has died; **and**
- it has remained unoccupied since the date of death; **and**
- the deceased had a freehold or leasehold interest in the home for more than six months; **or**
- the deceased was a tenant and the executor is still liable for rent.

The property will remain exempt for as long as the circumstances remain the same and, providing ownership has not changed, can continue for up to **six months** after the grant of probate or letters of administration.

You should tell us when probate or the letters of administration or probate have been granted. You should also tell us of any changes that mean that the property is no longer exempt. For example, if someone moves into the property, the property is sold, or ownership changes.