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Properties Left Empty By People Receiving Or Providing Care I/J

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

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 complete the rest of this 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

day month year

If No, when did the property become empty?

Yes No

2. Is the owner/tenant now living elsewhere to receive care as described in
section I of the enclosed EXEMPT PROPERTIES BOOKLET?

If **YES**, where ?

3. Did the owner/tenant live in the property until moving to receive care? Yes No

4. Is the owner/tenant now living elsewhere to provide care as described in
Section J of the enclosed EXEMPT PROPERTY BOOKLET?

If **YES**, where?

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

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

Name:	Signature:	Date:
Daytime contact number:		

If you are not the person giving or receiving care, please advise of your relationship to that person

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.
WWW.RICHMOND.GOV.UK/FINANCE

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 I

Properties that have been left empty by people who are receiving care

A property is exempt when:

- it is unoccupied; **and**
- was the main home of the last tenant(s) or owner(s); **and**
- the last tenant(s) or owner(s) are living somewhere else to receive personal care, but not in a hospital or nursing home; **and**
- the care is needed because of old age, disablement, illness, alcohol/drug dependence or mental problems; **and**
- the last tenant(s) or owner(s) have been receiving this care for the whole time since moving out of the property.

A property is not exempt if it has been left empty by someone who has moved out for only a short time to receive care.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example the property is sold or someone moves in.

Exemption type J

Homes that have been left empty by someone to provide care

A home is exempt when:

- it is unoccupied; **and**
- was the last tenant(s) or owner(s) main home; **and**
- the tenant(s) or owner(s) are living elsewhere to provide personal care for someone; **and**
- the care is needed because of old age, disablement, illness, alcohol/drug dependence or mental problems; **and**
- the tenant(s) or owner(s) have been providing care for the whole time since moving out of the property.

A property is not exempt if it has been left empty by someone who has moved out for only a short time to provide care.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example the property is sold or someone moves in.