

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel:020 8891 1411  
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7874 email: revben@richmond.gov.uk

**Repossessed Properties**  **L**

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 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

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

2. Is the mortgagee (Bank/Building Society) in possession? Yes    No

What date was possession taken? day    month    year

3. Has the mortgage been foreclosed? Yes    No

If YES, please give the date of the foreclosure. day    month    year

4. Name and Address of Building Society or Bank.

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:		

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 L*

### **Repossessed homes**

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A home is exempt when:

- it is unoccupied; **and**
- it has been repossessed by a bank or building society or other mortgagee.

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.