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**Properties Empty And The Responsibility Of A Bankrupt's Trustee** Q

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 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 unoccupied? Yes    No  

      
day    month    year

2. Is the property the responsibility of a bankrupt's trustee? Yes    No  

      
day    month    year

3. When did the bankruptcy begin? day    month    year  

       

4. What is the name and address of the trustee?

**5. Declaration by owner/tenant who is bankrupt.**

I confirm the information I have given is correct to the best of my knowledge.

Name:	Signature:	Date:
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**6. Declaration By Trustee**

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

Name:	Signature:	Date:
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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 Q*

### **Properties that have been left empty by bankrupts**

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#### **Which homes are exempt?**

A home is exempt when

- it is unoccupied; **and**
- is the responsibility of a bankrupt's trustee.

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 someone moves into the property, or the property is sold.