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**Properties Occupied Only By Person(s) Under 18**  S

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. Does anyone aged 18 or over live in the above property ?

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

If **YES**, please give their names and dates they moved in

	Date Occupied	
Name (1)	<input type="text"/>	<input type="text"/>
Name (2)	<input type="text"/>	<input type="text"/>
Name (3)	<input type="text"/>	<input type="text"/>

If **NO**, is the property occupied by anyone under the age of 18?

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

If yes, please give their names and dates they moved in

	Date Of Birth	
Name (1)	<input type="text"/>	<input type="text"/>
Name (2)	<input type="text"/>	<input type="text"/>
Name (3)	<input type="text"/>	<input type="text"/>

**\*\*\*Please provide documentary proof of their dates of birth with this form\*\*\***

2. Please provide an address at which you may be contacted, if different to the one shown.

<input type="text"/>
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3. Daytime telephone number (helpful if we need to contact you)

<input type="text"/>
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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"/>

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 S*

#### **Properties that are lived in only by under 18 year olds**

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A home is exempt when it is only lived in by people under 18 years old.

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 becomes 18 years old.