



**COUNCIL TAX  
 TENANCY INFORMATION - OUTGOING PRIVATE TENANT(S)**

Date of Issue:

Return By Date:

<p><b>Address of Property:</b></p>  <p>Property Reference:</p>	
<p><b>Landlord/Owner Information:</b>          Full name &amp; address of Owner/Landlord:</p>  <p>Telephone Number:</p> <p>E-mail Address:</p>	
<p><b>Tenancy Information:</b></p> <p>Tenancy EndDate:</p> <p>Full name(s) of tenant(s):</p> <p>Is the property currently unoccupied?</p> <p>Is the tenacy</p> <p>Is the property a House of Multiple Occupation (HMO)?</p>	<p>Yes / No <i>(delete as appropriate)</i></p> <p>furnished / part-furnished / unfurnished?  <i>(delete as appropriate)</i></p> <p>Yes / No <i>(delete as appropriate)</i></p>
<p><b>Tenant(s) Forwarding Address:</b></p>	
<p><b>Leasing/Managing Agent Name/Address:</b></p>  <p>Name of Person Completing this form:</p> <p>Position:</p> <p>Telephone Number:</p> <p>E-Mail Address:</p>	

**Leasing Agent's/Property Owner's Signature** .....

**Date Form Completed** .....