

[Print on Letterhead - Insert Address]

<<Council Name>>
<<Council Address>>
<<Council Address>>
<<Postcode>>

<<Date>>

For the attention of the Council Tax

Dear Sirs

<<Address of Property >> - Change of Ownership

I am the owner of the above property and have been in occupation of the property has been occupied, with effect from <<Date>>, by <<Name>>.

[The previous tenant <<Full Name>> was in occupation of the property on <<Date>>.]

[The property was unoccupied from <<Date>> to <<Date>>]. During this time the property was [furnished/unfurnished].]

If any Council Tax falls to be paid on the property, please send me an account to the address above for my attention.

I should be grateful if you would note this change in your records.

Yours faithfully,

<<Name>>