



Borough Council

Revenues Team

Address: ESBC, PO Box 8045,
Burton upon Trent, DE14 9JG

Account reference (office use only) :

Council Tax: Leaving your property?

Please return this form as soon as possible. If you have any queries regarding this, please telephone us on 01283 508030 9.00am – 1.00pm, Monday to Friday or email council.tax@eaststaffsbc.gov.uk

Please refer to www.eaststaffsbc.gov.uk/privacy-notice to learn how the personal data you have provided to us will be used by East Staffordshire Borough Council.

Address of your property:	Name and address of the owner: (If the property is rented)
Phone number	
Name(s) of taxpayers leaving	
Your new address (or addresses)	
Will you be liable to pay Council Tax at your new address?	(Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
The date you left the property	
If different, the date your tenancy ended	
Has the property been left furnished?	(Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If the property was rented, are you still the leaseholder?	(Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If you originally bought the property, do you still own it?	(Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
If you know it, please give us the name of the new taxpayer and their current address	
PLEASE PROVIDE BANK DETAILS SO THAT WE CAN REFUND ANY CREDIT	Sort Code: Bank Account No: Account Name:

Declaration

The information given is correct.

Signature:

Date: