

Questions for owner occupiers

What date did you purchase the property?

Please give the name and forwarding address of the previous owner

Name

Address

Postcode

Questions for tenants

What date did your tenancy start?

Please give the name, address and telephone number of your landlord

Name

Address

Postcode

Email Address
_____ Telephone

Do any of the occupiers have a separate tenancy or licence for a part of the property? YES / NO

Is use of any of the rooms shared with other occupiers who have a separate tenancy? YES / NO

Was the property let as
_____ FURNISHED / UNFURNISHED

Questions for non-resident owners, landlords or managing agents

Please state the date the property became vacant:

Please state whether you are the NON RESIDENT OWNER / LANDLORD / MANAGING AGENT

Is the property awaiting sale or letting? YES / NO

If NO, is the property a second home (not anyone's main home)? YES / NO

Is the property currently: FURNISHED / UNFURNISHED

Please give any further information about the current use of the property:

Please give the name and forwarding address of any previous tenants or occupiers:

Name

Address

Postcode

If known, please give the names and the purchase or tenancy start date of any new occupiers:

Name
_____ Please state whether OWNER/TENANT

Date of purchase/tenancy

Name
_____ Please state whether OWNER/TENANT

Date of purchase/tenancy

If you have previously lived in Lambeth, please give

Previous address _____

Postcode _____

The date you moved out of this address _____

Your Lambeth council tax account number _____

Application for discounts

Please tick if you wish to apply for any of these discounts

- Single person discount. Applies if there is only one adult, aged 18 or over, normally resident in the property.
- Second home discount. Applies if the property is a furnished second home and is no one's main residence. You must include a copy of the council tax bill for your main home to qualify for this discount.
- Empty property exemption. Applies if the property is unoccupied and unfurnished and can last for up to six months. We may need to visit the property before this exemption can be granted. Please make sure you have provided a contact phone number so that we can make an appointment to visit.

Please tick if you wish to be sent an application form for any other type of exemption or reduction (A full list of reductions is given in the Council Tax Guide booklet sent with your bill).

- Other reductions, including exemptions, discounts and disabled relief.
- Council tax benefit.

Declaration:

This form must be signed and dated. In completing the form, you confirm

- All the information you have given is true and complete.
- You will inform us of any changes to your circumstances that may affect your council tax liability.

If you have applied for a discount, you also confirm

- You will inform us of any changes to your circumstances that may affect your reduction.
- You accept that the reduction will be regularly reviewed.
- You agree to pay your council tax as originally billed until you are informed that your reduction has been granted.

Signed _____

Date _____

Full Name _____

How to contact the council tax office

Please quote your account number (shown overleaf) when contacting the council tax office.

Telephone:

020 7649 9311
Monday - Friday 8.30am-6pm
Saturday 9am-1pm

Fax to:

020 8315 2249

Email

lambethctax@capita.co.uk

Write to:

Lambeth Council Tax,
PO Box 753, Bromley, BR2 9XY

Visit

Olive Morris House
18 Brixton Hill, London SW2
Opening Hours
Monday, Tuesday, Friday
8am-4.30pm
Wednesday 8am-1pm
Thursday 8am-4pm

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