

Council Tax – Change of Ownership



You should use this form to let us know about any change in property ownership if you have sold, purchased, or inherited a property that you do not live in (or intend to live in).

Part 1 About the property

Address of the property that has changed ownership (or due to change ownership)

_____/_____/_____ Postcode _____

Date on which ownership transferred (or due to transfer)

____/____/____

Part 2 About the previous owner(s)

Name of the person(s) who sold (or is selling) the property and from whom ownership has been (or will be) transferred from (if known).

New address of the person(s) who has sold (or is selling) the property, or transferred (transferring) ownership (if they have not moved, give their current address) (if known)

_____/_____/_____ Postcode _____

Name and address of the agent involved in selling, or transferring ownership of, the property (for example, the solicitor's name and address) (if known)

_____/_____/_____ Postcode _____

Part 3 About the new owner(s)

Name of the person(s) who has (or is due to) purchase the property, or to whom ownership has been (or will be) transferred (if known)

Previous address of the person(s) who has purchased, or become the new owner, of the property (if they have not moved, give their current address) (if known)

_____/_____/_____ Postcode _____

Name and address of the agent involved in purchasing, or transferring ownership of, the property (for example, the solicitor's name and address) (if known)

_____/_____/_____ Postcode _____

Has the property been purchased, inherited, or other? (please tick appropriate box)

Purchased

Inherited

Other

Please state

Will the property be occupied?

No

Yes

If Yes, please give the occupant's name(s)

Date of occupation

____/____/____

Please turn over

Part 4 Declaration – please read and sign

I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect my Council Tax. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution or a fine.

Signature _____ Name (print) _____ Date ____/____/____

Please provide your email address or telephone number in case we need to contact you about your application. You do not have to tell us but it will help us to contact you quickly if we have any questions.

email address: _____ Telephone: _____

For additional information on Council Tax, including reliefs and exemptions see the Council's website:
<http://www.orkney.gov.uk/>

How information about you will be used

We need the information on this form to determine the correct persons who are liable to pay Council Tax and Scottish Water (water and waste water) charges and to calculate the charge due to the Council. The Local Government Finance Act 1992 is the legal basis for the Council processing your personal information.

The information may be shared as follows.

- Within the local authority, with other local authorities and Audit Scotland to detect and prevent fraud.
- Within the local authority, with other local authorities to pursue outstanding debt.
- Within the local authority to help improve the services provided by the Council, such as information on properties that become empty or become occupied.
- With the Assessor to maintain the Council Tax Valuation List and to evidence empty properties.
- With the Electoral Registration Officer to determine eligibility to vote.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit <http://www.orkney.gov.uk/Online-Services/privacy.htm>. If you are unable to access the Council's website you can request a paper copy from the Council. Users of smartphones can also scan the code below to access the information.



Please return the completed form to the Council Tax Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY. Tel: (01856) 873535 Ext 2133 (Direct Dial 01856 886322), email: revenues@orkney.gov.uk

May 18

For official use only:

Ctax Ref _____ Valuation Ref _____

Form Issued ____/____/____ Input by _____ Date ____/____/____ Update Contact details Y / N

If form completed by member of staff please provide name _____