



Comhairle nan Eilean Siar  
Sandwick Rd, Stornoway, HS1 2BW  
Telephone: 0845 600 2772

## COUNCIL TAX – TENANT MOVING INTO PROPERTY

Council Tax Ref. No.	
Property Address	

Tenants have a duty to provide the Comhairle with details of changes in the occupation of properties.

Please complete this form and return it to the address above.

Any additional information should be provided in the section overleaf.

### 1. Details of person(s) moving into property

a) Your Name(s) \_\_\_\_\_

b) Date tenancy started \_\_\_\_\_

c) Is property rented as furnished accommodation? Yes/No

d) Date you moved in (or moved furniture in) if different from above \_\_\_\_\_

e) Your previous address(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(if other people are sharing the property with you please give full details overleaf)

### 2. Please give name and address of the owner and/or their agent or solicitor.

Name and address of owner \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and address of agent/solicitor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give details below of all occupants who are over 18 or who will become 18 within the next 12 months (if you are living alone please enter "NONE").

***(please continue overleaf)***

Full name	Relationship to liable person (eg joint tenant, husband, wife, partner etc)	Date of birth (if under 18)	Date moved in (if different from date given overleaf)	Previous Address (if different from address given overleaf)

**Additional Information**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The particulars shown on this form are true, accurate and complete to the best of my knowledge. Any changes in circumstance that may affect Council Tax liability will be notified to Comhairle nan Eilean Siar immediately.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_

mobile \_\_\_\_\_  
(In case we need to contact you)

Email Address \_\_\_\_\_

Forms can be returned by mail to the address shown above or scanned and returned by email to [counciltax@cne-siar.gov.uk](mailto:counciltax@cne-siar.gov.uk)

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.  
More information can be found at <http://www.cne-siar.gov.uk/benefits/nfi.asp>