

## VACATION DETAILS FORM

Please complete this form and return to:  
**FINANCE AND PROCUREMENT**  
**TOWN HALL**  
**NUNEATON**  
**WARWICKSHIRE**  
**CV11 5AA**  
 Telephone 024 7637 6534

Uprn

Date of issue

This form should be completed if you have recently vacated or sold a property within the district of Nuneaton and Bedworth. The law requires changes of circumstances to be notified to the Council Tax office within 21 days of the change occurring.

1. Address:

.....  
 .....  
 .....Postcode.....

2. Please state the name and new address of person(s) aged 18 and over vacating the property:

Name	New Address	Date of Moving
.....	.....	...../...../.....
.....	.....	
.....	.....	
.....	.....	
.....	.....	

3a. Has all furniture been removed from the property?

YES / NO

3b. If YES, please state the date of removal

...../...../.....

4. If you were the **owner** of the property mentioned in question 1, please supply the following information:

Name and address of your Solicitor	Name & previous address of the new owner(s)	Name and address of estate agents who acted in the sale	Completion Date of the sale
.....	.....	.....	...../...../.....
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	

Please turn over

4a. If the property was repossessed, please supply the following details:

Name and address of Bank/Building Society or Lender	Date of repossession	Mortgage Account Ref. Number (if known)
..... ..... ..... .....	...../...../.....	.....

4b. If you were the **tenant** of the property mentioned in question 1, please supply the following information:

Name and address of the Landlord or Agent who dealt with the letting of the property	Date when your tenancy ceases
..... ..... ..... .....	...../...../.....

5. Is the property let furnished ? (Please tick box)

YES	NO
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**I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature	Name (Block Capitals)	Telephone Number	Date