



**COUNCIL TAX  
TENANCY INFORMATION - INCOMING PRIVATE TENANT(S)**

Date of Issue:

Return By Date:

<b>Address of Property:</b>  Property Reference:	
<b>Landlord/Owner Information:</b> Full name & address of Owner/Landlord:  Telephone Number:  E-mail Address:	
<b>Tenancy Information:</b>  Tenancy Start Date:  Full name(s) of tenant(s):  Is this a sole or joint tenancy?  Is the tenacy  Is the property a House of Multiple Occupation (HMO)?	    Sole / Joint <i>(delete as appropriate)</i>  furnished / part-furnished / unfurnished? <i>(delete as appropriate)</i>  Yes / No <i>(delete as appropriate)</i>
<b>Tenant(s) Previous Address:</b>	
<b>Leasing/Managing Agent Name/Address:</b>  Name of Person Completing this form:  Position:  Telephone Number:  E-Mail Address:	

Leasing Agent's/Property Owner's Signature .....

Date Form Completed .....