



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

Date of Issue:

Return By Date:

Address of Property: Property Reference:	
Landlord/Owner Information: Full name & address of Owner/Landlord: Telephone Number: E-mail Address:	
Tenancy Information: Tenancy EndDate: Full name(s) of tenant(s): Is the property currently unoccupied? Is the tenacy Is the property a House of Multiple Occupation (HMO)?	 Yes / No <i>(delete as appropriate)</i> furnished / part-furnished / unfurnished? <i>(delete as appropriate)</i> Yes / No <i>(delete as appropriate)</i>
Tenant(s) Forwarding Address:	
Leasing/Managing Agent Name/Address: Name of Person Completing this form: Position: Telephone Number: E-Mail Address:	

Leasing Agent's/Property Owner's Signature

Date Form Completed