



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

Date of Issue:

Return By Date:

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

Leasing Agent's/Property Owner's Signature

Date Form Completed