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**Head of Revenues and Benefits**  
**London Borough of Waltham Forest**  
Revenues and Benefits Service  
London Borough of Waltham Forest  
PO Box 856  
London E17 9PN

Telephone: 020 8496 3000  
Fax: 020 8496 8434  
Email: revenue.services@rev.lbwf.gov.uk  
Minicom\*: 020 8496 3010  
*\* for use only by people who are deaf or hard of hearing and who have a minicom machine*

### Council Tax – Change of Address Form

To ensure that Council Tax records are correct, please fill in the relevant sections and return this form to the above address within 21 days.

<b>1 Please complete the questions below that are relevant to you</b>			
1. What is your old address? (only provide this if your last address was within Waltham Forest)			
	Day	Month	Year
2. What is the exact date you left this address?			
3. Do you still own or rent the old property? (tick)	Yes		No
4. If no, and you were a tenant, please tell us the name & address of the landlord/ Managing Agent. If you were the owner, please tell us the name & address of the new owners of the property. If you do not know this, then please tell us the name & address of your solicitors who dealt with the sale.			
	Day	Month	Year
5. For Tenants only – what date did your tenancy end?			
	Day	Month	Year
6. For Owners only – what was date of completion?			
7. What is your new address?			
8. What is the name & address of the previous owner or Landlord of this address?			
	Day	Month	Year
9. What was the exact date you moved in?			
	Day	Month	Year
10. For tenants only – what date did your tenancy start? <i>Please supply a copy of your tenancy agreement</i>			
	Day	Month	Year
11. For owners only - what was the date of completion for new address?			

<b>2 Fill in this section to tell us who will be liable to pay the Council Tax for your new property (this will normally be the owner or tenant)</b>			
TITLE	SURNAME	FIRST NAME(S)	ADDRESS


\*Please continue on a separate sheet if necessary.

<b>3 Fill in this section, if you are the liable person and are the only adult living in the property. You may qualify for a discount. By adult we mean someone aged 18 or over</b>		
Number of adults living here is:		

<b>4 Fill in this section if you wish to apply for Council Tax Benefit. We will send you a form</b>					
Do you wish to apply for Council Tax Benefit (tick)	Yes			No	

<b>5 Fill in this section to tell us how you wish to pay your Council Tax in Waltham Forest</b>					
Please tick one of the following:					
Direct Debit (Monthly) <i>This is the easiest way to pay</i>			Standing Order (Monthly)		
Instalment slips (monthly)			Plastic payment card		
Half yearly (2 instalments)					

<b>6 Declaration: please read, sign, date and return this form to Revenue and Benefits Services, Liability, Billing &amp; Collection Section, 221 Hoe Street, London, E17 9PH</b>		
I declare that the information I have given on this form is complete and accurate to the best of my knowledge and belief.		
Signature		
Full Name (print)		
Date		
<b>Warning: if you give false information you could be prosecuted.</b>		
Please provide your telephone number in case we have a query:		

 The information you give may be held on a computer system and kept on paper records. It will be used for the purposes of billing, collection and recovery of Council Tax and the detection and prevention of crime registered under the Data Protection Act 1998. The information given will be kept for as long as it is relevant and may also be used for any other purpose registered under this Act.