

**Council Tax**  
**Change of Address Form – Please complete if you are the new owner/occupier**

**Contact Details :**

Telephone Number:

Email

**Section A – Your Old Address**

1. What was your old address?

2. What is the exact date you left this address

\_\_\_ / \_\_\_ / \_\_\_

If your old address was in Waltham Forest please go to **question 3.** (below)

If your old address was outside Waltham Forest, please go to **Section B** (page 2)

3. Do you still own or rent the old property?

Yes      No

If Yes, is the property empty?

Yes      No

If No. who lives in the property now? \_\_\_\_\_

please go to **Section B** (page 2)

4. Please provide the exact date the property became empty

\_\_\_ / \_\_\_ / \_\_\_

5. Is there furniture in the property?

Yes      No

**Tenanted properties**

6. If the property has been tenanted, please provide name(s) of tenant(s) in the property, and the date their tenancy commenced (please provide copies of tenancy agreements)

Title

First Name

Surname

Date tenancy started

\_\_\_\_\_

\_\_\_\_\_

**Properties that have been sold**

7. If the property has been sold, please provide the completion date, details of the new owners (if known) or the name and address of the solicitor who dealt with the sale of the property.

Completion Date

\_\_\_ / \_\_\_ / \_\_\_

Name Of New Owners : \_\_\_\_\_

Solicitors :

**Section B – Your New Address**

8. What is your new address?

9. What was the exact date you moved in? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

10. Are you the owner or tenant? (circle) owner / tenant

**Owner**

11. What was the date of completion \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Tenant**

12. Name and address of your landlord or the name of the person to whom you pay your rent? Name : \_\_\_\_\_

Address : \_\_\_\_\_ Tel : \_\_\_\_\_

**Section C – Must be completed by all**

13. Please give names of **ALL** the occupiers over the age of 18 who are living in the property. In the last column you must state which of these occupants are the owner, or named on the tenancy (It is important that this information is correct as this will be the person/s who will receive the council tax bill)

Title	First Name	Surname	Owner / named on tenancy
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. Do you wish to apply for Council Tax Benefit Yes No

15. Do you wish to pay your Council Tax by Direct Debit Yes No  
*This is the easiest way to pay with choice of payment dates for your convenience*

**Declaration: I declare that the information that I have given on this form, is complete and accurate to the best of my knowledge and belief.**

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please return this form to : London Borough of Waltham Forest,  
PO Box 856, London E17 9PN  
Tel : 0208 496 3000 (option 3) Minicom: 0208 496 3301 Fax 0208 496 8434**