

Housing Benefit & Council Tax notification of a tenancy change

Tenant's name:

Property address:

Previous tenant's new address (if known):

Please confirm date tenancy ended:

Please confirm date the property was last occupied:

Please confirm the date the property was next occupied:

Please confirm new occupant's full name:

Please confirm new occupant's previous address (if known):

Where a property owned by a charity is unoccupied a Council Tax exemption can be claimed for a period of up to six months from the last day it was occupied.

The Council Tax (Exempt Dwellings) Order 1992 (SI 1992 No. 558), article 3, as amended by The Council Tax (Exempt Dwellings) (Amendment) Order 1994 (SI 1994 No. 539), article 4a, sets out four requirements which must be met in order for a property to be eligible for a Class B exemption:

- i. the dwelling must be owned by the body in question; and
- ii. the body must be established for charitable purposes only; and
- iii. the dwelling must have been unoccupied for a period of less than six months; and
- iv. the last occupation must have been in furtherance of the objects of the charity

I declare that based on material held by the Housing Association, each of the four requirements is met in respect of this property and these dates.

This statement is true to the best of my belief, and I understand that making a false statement could be an offence under the Fraud Act 2006.

Officer's name:

Organisation name:

Position in organisation:

Date: