COUNCIL TAX DISCOUNT CLAIM FORM
Unoccupied Property

A full council tax bill assumes that there are at least two adults (aged 18 or over) who have their sole or main residence in a property. If the property is no-one’s sole or main residence then a 10% discount may be claimed.

If the property is both unoccupied and unfurnished, then depending upon when the property was last occupied, a full exemption, a 50% or a 10% discount may be claimed.

If the property is unoccupied for any of the reasons listed overleaf a full exemption may be claimed.

It is important that this application is fully completed and returned, WITH SUPPORTING EVIDENCE, to your local office. Please contact us if you need help in completing the form.

<table>
<thead>
<tr>
<th>Property Address:</th>
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<tr>
<th>What date did the property become unoccupied</th>
<th>/ /</th>
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<tbody>
<tr>
<td>Is/was property furnished while unoccupied?</td>
<td>Yes No If No, on what date was the furniture removed? / /</td>
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<tr>
<td>Is property: Purpose Built Holiday Home</td>
<td>/ /</td>
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<tr>
<td>(please tick any that apply)</td>
<td></td>
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<tr>
<td>Your Second Home while living in accommodation provided by your employer</td>
<td>/ /</td>
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<tr>
<td>Requiring major work to make the property habitable</td>
<td>/ /</td>
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<tr>
<td>Is property now occupied?</td>
<td>Yes No If Yes, From what date? / /</td>
</tr>
<tr>
<td>Name of occupiers</td>
<td></td>
</tr>
<tr>
<td>Previous address of occupiers</td>
<td></td>
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</table>
NOTES
SOLE OR MAIN RESIDENCE – When a person is associated with 2 homes, e.g. working elsewhere, the Council must make a determination as to what is that person’s “sole or main residence”. In the majority of these situations the person’s main residence is in the family home.

Evidence is required to support all applications for a Council Tax reduction. Examples of evidence required are listed in the section on claiming relief, if you are unable to provide the evidence required you should contact your local office and ask for more information on other types of evidence.

If you need help to complete this form or any more information contact your local office.

About You
Do you own the property? Yes [ ] No [ ] If Yes, from what date? [ ] / [ ] / [ ]

If No, please confirm your relationship with the property:
Your Name & Address

Landlords Name & Address

If you are/were a tenant/landlord was the property let as furnished? Yes [ ] No [ ]

Claiming Relief (You must supply evidence as stated)
Please tick the box that best describes the reason you are claiming relief

The property is unoccupied because….

Please Tick

Evidence Required

[ ] It is up for sale

Solicitors letter/removal receipt

[ ] It is empty between tenancies

Copy of ended tenancy agreement

[ ] It has recently been purchased but not yet occupied

Solicitors Letter

[ ] It is undergoing major works

We will issue claim form

[ ] The former resident is receiving care elsewhere

We will issue claim form

[ ] Occupation is prohibited by law

Copy of closing order

[ ] It has been repossessed

Letter from Bank/Building Society

[ ] The former residents were all students

[ ] The former resident is deceased and grant of confirmation not yet awarded

Solicitors Letter

[ ] The former resident is deceased and grant of confirmation was made on ……/……/……….

Solicitors Letter

[ ] The former resident is detained in hospital/prison

Address of Prison/Hospital

Declaration:

1. I have read and understood the contents of this form. I confirm all the information given is a true and full statement.

2. I will notify Falkirk Council immediately if the circumstances change.

3. I understand that Falkirk Council must protect public funds and may use this information to prevent and detect fraud. I understand that the information may also be shared for the same reason with other organisations.

Signed [ ] Date [ ] Daytime tel no. [ ]

(In case of query)