

# South Cambridgeshire District Council

## Council Tax Supporting Evidence

Application for an exemption for an unoccupied property following the death of the liable person

Please complete this form and upload it as part of your online application for exemption.

Please provide the name and address of the liable person who has passed away:

Council Tax account number (beginning 1010):

Please confirm the date of death:

If you have solicitors dealing with the administration of the estate, please supply their details for future enquiries:

Was the property in the sole ownership of the deceased?

Yes

No

If **No** please state the name and address of the owner:

If the property is rented, please supply the full details of the owner and / or agents, and the date the tenancy is to be / has been terminated:

Is the property currently: (please tick as appropriate)

Occupied  Unoccupied

If the property is **occupied**:

1. Please advise the name / s of the person / s who occupy it and advise their legal interest in the property (e.g. freeholder, leaseholder, tenant, resident).

2. From what date was the property occupied?

3. Do you anticipate that this period of occupation will be for less than 6 weeks?

Yes  No

In the case where the account may be in credit, please can you complete the details below so that we are aware of where and how to send a Council Tax refund:

Please provide the Executor's Name and Address:

In what name should the credit be refunded?

The credit can be refunded in the name of the deceased.

The credit should be refunded in the name of:

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as this person is dealing with the estate.

Please refund the credit to:

Bank Sort Code	
Bank Account number	
Name of Account Holder	

Please complete your details below so that we may contact you if necessary:

Person completing this form	
Signature	
Email address	
Contact telephone number	

Please now upload this form as part of your online application for exemption.