

## Moving in form – Council Tax

Date \_\_\_\_\_

Account ref \_\_\_\_\_

Property address if different  
to mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. **Is this property anyone's main home?**      **Yes** go to question 2.      **No** go to question 6.

2. **State the number of occupants who live in the property aged 18 years and over**

3. **List below all of these occupants including yourself stating their interest in the Property** (e.g. Owner, Leaseholder, Tenants etc.)

Title/First name/Surname	Date moved in	Interest in property	Previous address if within Runnymede

4. **Date of completion of purchase:** \_\_\_\_\_ **Date furniture moved in:** \_\_\_\_\_

5. **Rented accommodation:**

Date tenancy / lease commenced	Landlord / agent's name & address

6. **If no one lives in the property as their main home, please supply the owner's name & address:**

Name	Current address

7. **Is property furnished, unfurnished** (delete as applicable)

8. **Date furniture was removed** \_\_\_\_\_

Has all the furniture been removed?      Yes/No      (delete as applicable)

**DECLARATION: Thank you for completing this form; please sign the declaration.**

I declare that to the best of my knowledge & belief the information given is complete and accurate.

Signed: \_\_\_\_\_ Full name: \_\_\_\_\_

Date: \_\_\_\_\_ Daytime telephone no: \_\_\_\_\_

(Not obligatory but useful in case of a query)

Your email address: \_\_\_\_\_

The information given on this form may be used for Benefit and other Council purposes.

Email address: [counciltax@runnymede.gov.uk](mailto:counciltax@runnymede.gov.uk)  
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