Revenue & Support Services Council Tax Team
Swan Lane Long Stratton Norwich NR15 2XE
Tel 01508 533633 **Fax** 01508 533616

revenues@s-norfolk.gov.uk

South Norfolk COUNCIL

Name & Correspondence Address

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Council Tax Exemption Application Class F

Address of Property

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Qualifying Criteria
An unoccupied dwelling that forms part of the estate of a deceased person who was the sole freeholder, leaseholder or licensee of the dwelling is exempt before, and for a period up to six months after the grant of probate letters of administration, providing the property remains unoccupied. After this period of time a 90% charge will become due. Once the property has been disposed of, whether to a beneficiary or upon sale, the exemption will cease.

Please provide the information below, sign the declaration and return this form to the Council Tax Section

1) Is the property furnished or unfurnished? Furnished ❑ Unfurnished ❑

2) If the property is unfurnished, please give the date furniture was removed

3) Has/have the probate/letters of administration been granted YES ❑ No ❑

4) If the answer to question 3 is 'yes' please give the date probate/letters of administration were granted and

Name and Address of the person/persons granted to

Name

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Address:

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5) If the property has subsequently been sold, or transferred to the beneficiaries please advise me of the date of sale/ transfer and

Name and Address of the new owner(s)

Name

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Address:

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PLEASE NOTE: The information supplied on this form will be used for the purpose(s) for which you have supplied it, and, where appropriate, will also be used by the Council in carrying out its various functions effectively. It will not be shared with other organisations unless we are required to do so by law. However the Council will always use or share information for the prevention or detection of crime, or the apprehension or prosecution of offenders

I declare that the information I have given is correct to the best of my knowledge.

Name:	*Signature:*	*Date:*
Please provide contact Telephone numbers and E-mail address		
☎ Daytime	☎ Evening	Mobile
E-mail address		

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