IMPORTANT INFORMATION REGARDING YOUR COUNCIL TAX ACCOUNT

Dear

Council Tax – Empty Property Review

Address of Property
The City of Bradford Metropolitan District Council is required by law to maintain accurate Council Tax records. According to our records, this property is currently listed as unoccupied.

In Bradford empty properties are charged at the full rate of council tax, which increases to have an additional 100% premium when it has been both unoccupied and unfurnished for two years or more.

To ensure that our records are accurate and that you are paying the correct charge, you are asked to complete an online form within the next 21 days to either notify us of a change in circumstances or to confirm there is no change and the property remains unoccupied. The forms and further information regarding the review, can be found at;

www.bradford.gov.uk/emptyreview

If you are unable to go online you could answer the questions on the reverse of this letter. If you choose to post your response then please ensure you have answered all the questions, read and signed the declaration, then you can post your reply to the address at the head of this page.

Thank you for your cooperation and I look forward to receiving your prompt response.

Yours sincerely

Council Tax
Please Tick this box if the property remains unoccupied and unfurnished

If the property is now occupied list the names of all residents of 18 and over below and indicate if they are the owner, Tenant or occupier;

<table>
<thead>
<tr>
<th>Full Name (of all residents living at the property including yourself)</th>
<th>Previous Address (If moved within last 6 years)</th>
<th>Date Moved In</th>
<th>Owner</th>
<th>Tenant</th>
<th>Occupier</th>
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If the property is unoccupied but is now furnished please provide the date it became furnished

If you are no longer the owner or leaseholder of the property please provide the date below

If the property has been sold please provide the new owners details

We may need further information to process this information and would ask if you could provide a telephone number and/ or email address where we can contact you below.

**SECTION 2**

**Declaration:** I declare that the information I have given on this form is correct and complete.

I understand that the Council may check the information I have provided with other information held, as necessary, and in accordance with the law.

I understand that I am required to notify the Council immediately of any changes in circumstances which may affect my Council Tax account including any discount.

I understand that it is an offence to knowingly supply false information to support a Council Tax discount and that failure to notify a change to the Council, within 21 days, could lead to a penalty charge of £70.00 and/ or, in certain circumstances, a criminal prosecution.

Signature

Date

Telephone number

E-mail address