

COUNCIL TAX EXEMPTION APPLICATION FORM - ESTATE OF A DECEASED PERSON

Council Tax Account Reference Number:

SECTION 1 – DETAILS OF DECEASED PERSON

Last Name:	First Name/s:
Date of death:	

SECTION 2 – ADDRESS

.....

SECTION 3 – DETAILS OF PROBATE OR LETTERS OF ADMINISTRATION

Has probate or letters of administration been granted?	YES/NO *
If 'YES', date granted:	
Name and address of personal representative of the estate:	
.....	
Telephone:	

SECTION 4 – DETAILS OF THE PROPERTY

Is the property occupied?	YES/NO *		
If 'YES', please supply the full names of the occupiers:			
.....			
Is the property furnished?	YES/NO *	If 'NO', date furniture removed:	
If the deceased person was the owner:			
(a) Is the property for sale or sold? YES/NO *			
(b) If sold or transferred, please give completion date of sale or transfer.....			
(c) Name and previous address of new owners (if known).....			
(d) Contact address for acting solicitor (if known).....			
If the deceased person was not the sole owner of the property:			
(a) Name and address of the owner/joint owner/other financially interested party (e.g. released under a Mortgage or Reversion Scheme).....			
(b) Date tenancy terminated.....			
(c) Date the estate's liability for rent or licence fee terminated.....			
(d) Date joint ownership commenced.....			
(e) Address where future correspondence should be sent.....			

SECTION 5 – DECLARATION AND SIGNATURE

Please return this form to: Revenues and Benefits Services, PO Box 10607, Nottingham, NG6 6DU

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I declare that the information I have given on this form is complete and accurate to the best of my knowledge

Signature..... Date.....
 Full Name..... Contact telephone no.....
 Email.....