

[Print on Letterhead - Insert Address]

<<Council Name>>  
<<Council Address>>  
<<Council Address>>  
<<Postcode>>

<<Date>>

For the attention of the Council Tax

Dear Sirs

**<<Address of Property >> - Change of Ownership**

I am the owner of the above property and have been occupying it since the property has been occupied, with effect from <<Date>>, by <<Name>>.

[The previous contract-holder <<Name>> occupied the property on <<Date>>.]

[The property was unoccupied from <<Date>> to <<Date>>. During this time the property was [furnished/unfurnished].]

If any Council Tax falls to be paid in respect of the property, please send an account to the address above for my attention.

I should be grateful if you would note this change in your records.

Yours faithfully,

<<Name>>