

# Council Tax - Notification Of Change Of Tenancy, Private Rented Accommodation

## **SHETLAND ISLANDS COUNCIL**

**Finance**  
Charlotte House  
Commercial Road  
Lerwick  
Shetland  
ZE1 0LX



Tel: (01595) 744683

Property Ref. \_\_\_\_\_

Account Number \_\_\_\_\_

Address of property:- \_\_\_\_\_

Previous Tenant/s

Name/s \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenancy end date \_\_\_\_\_

New Tenant/s

Name/s \_\_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenancy start date \_\_\_\_\_

Number of adults occupying property

Is the Council Tax to remain as the Owners Liability? Yes  No

Has the property been vacant between tenants? Yes  No

Was the property furnished between tenants? Yes  No

Dates property has been vacant from \_\_\_\_\_ to \_\_\_\_\_

We may check information that you have provided or that has been provided about you against relevant information that we already hold to make sure that it is accurate. We may also lawfully disclose information to other public sector agencies to:

- Prevent or detect benefit fraud and any other crime
- To support national fraud initiatives
- To protect public funds

**Declaration: -**

I declare that the information given on this notification is to the best of my knowledge correct, and I undertake to notify Shetland Islands Council Finance Services immediately if circumstances or the occupancy of the dwellings change.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact / Caller Name** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

Finance Use

By Telephone  (tick) Date Entered \_\_\_\_\_ Initials \_\_\_\_\_ Assessors Ref. \_\_\_\_\_