

Name: Address In Newham: Council Tax Reference:	Return Completed form to: London Borough of Newham Council Tax Office Newham Town Hall East Ham London E6 2RP Tel: 020 8430 2000 Calls will be monitored for training purposes
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COUNCIL TAX CHANGE OF ADDRESS FORM

MOVING INTO NEWHAM	MOVING OUT OF NEWHAM
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OWNERS

1. What date did you buy your home? <input style="width: 80px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> 2. What date did you move in? <input style="width: 80px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> 3. What was your previous address? 4. How many persons over 18 reside? <input style="width: 80px;" type="text"/> (see overleaf) 5. Are any of these adults students? * <input style="width: 40px;" type="text"/> YES <input style="width: 40px;" type="text"/> NO 6. Please supply the name and forwarding address of the previous owner if known, otherwise the name and address of the solicitor that dealt with the sale	1. What date did you sell your home? <input style="width: 80px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> 2. What date did you move out? <input style="width: 80px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> 3. What is your new address? 4. Do you still own the property? <input style="width: 40px;" type="text"/> YES <input style="width: 40px;" type="text"/> NO 5. Is the property furnished? <input style="width: 40px;" type="text"/> YES <input style="width: 40px;" type="text"/> NO 6. If you no longer own the property, please give the name of the new owner and the completion date of sale
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MOVING INTO NEWHAM

MOVING OUT OF NEWHAM

TENANTS

1. What date did your tenancy start? 2. What was your previous address? 3. How many persons over 18 reside? <input style="width: 80px;" type="text"/> (see overleaf) 4. Are any of these adults students? * <input style="width: 40px;" type="text"/> YES <input style="width: 40px;" type="text"/> NO 5. Please supply the name and address of your landlord / Managing Agent. 6. Is the property rented with furniture? <input style="width: 40px;" type="text"/> YES <input style="width: 40px;" type="text"/> NO	1. What date did your tenancy end? 2. What is your new address? 3. Was the property rented with furniture? <input style="width: 40px;" type="text"/> YES <input style="width: 40px;" type="text"/> NO 4. Please supply the name and address of your landlord / Managing Agent.
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Print and Sign name:	Date:	Telephone number:
		email address:

**Please list ALL other adults over the age of 18 resident in the property
in the box below**

NAME	DATE OF BIRTH	DATE MOVED INTO PROPERTY
	/ /	/ /
	/ /	/ /
	/ /	/ /
	/ /	/ /
	/ /	/ /
	/ /	/ /

NOTES FOR COMPLETION OF CHANGE OF ADDRESS FORM

- If you are moving into or out of an address within or outside of Newham we will require details of your move so that we can update our records and send you correct bills.
- Some sections of this form will not apply to you. Please read the area that is applicable to you i.e., Owner or Tenant and complete where appropriate.
- You must complete **all** questions that apply to you.
- Because of Data Protection, the information you provide on this form CANNOT be used for purposes other than the administration and collection of Council Tax.
- If you would like to pay by the most convenient pay method direct debit, we can now arrange this over the telephone. All you need is your bank details as shown on your chequebook. You can contact Newham Contact centre ring us on 020 8430 2000.
- *If you have answered yes to the question regarding students in the property, then you will need to complete the **Student Claim Form** for council tax purposes. Telephone Newham Contact Centre on 020 8430 2000 for an application form.