



Hertsmere  
Borough  
Council

Return to:  
Revenues Department  
Civic Offices  
Elstree Way,  
Borehamwood  
Herts  
WD6 1WA

**INFORMING COUNCIL TAX OF A MOVE WITHIN HERTSMERE BOROUGH COUNCIL**

**If you are paying by direct debit please DO NOT CANCEL the instruction as any credits and all bank details will be carried forward to your new address**

**Section 1: Property you are leaving:**

|                                   |  |
|-----------------------------------|--|
| Your council tax reference number |  |
| Your name                         |  |
| Property address                  |  |
| Telephone Number                  |  |
| Email address                     |  |

**Please complete the following if you were the owner:**

|  |  |
|--|--|
| Date of sale                                 |  |
| Date you moved out (if different from above) |  |
| Forwarding address                           |  |
| Name of new owner                            |  |
| New owners current address (if known)        |  |

**Please complete the following if you were the tenant:**

|                                   |  |
|-----------------------------------|--|
| Tenancy end date                  |  |
| Date moved out                    |  |
| Forwarding Address                |  |
| Landlords/Agents name and Address |  |
| Landlords/Agents telephone number |  |
| Furnished or unfurnished let      |  |

**Section 2: Property you are moving to:**

|   |  |
|---|--|
| Address moving to   |  |
| Have you purchased this property or are you the new tenant? |  |
| Names of any other occupants                                |  |

**Complete these boxes if you have purchased your new property**

|                                |  |
|--------------------------------|--|
| Date of completion of purchase |  |
| Date moved in                  |  |

**Complete these boxes if you are renting your new property**

|                               |  |
|-------------------------------|--|
| Tenancy start date            |  |
| Date moved in (if different)  |  |
| Furnished or Unfurnished?     |  |
| Owner/agents name and address |  |
| Owner/agents telephone number |  |

**DECLARATION: I declare that the information above is accurate, to the best of my knowledge. I am aware that I may be liable to a penalty for failure to provide information, or for providing false information.**

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|