



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	
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