

Application for an Empty Property Exemption

Please complete **both** sections of this form, sign the declaration at the end and return the form to:
The Council Tax Service, PO Box 147, Manchester, M15 5TU.

Part 1	
<p>1. Full name of the owner of the property or the tenant's name if the property is rented and the tenant is absent for reason 8, 9, 10, 11 or 12 in 'Part 2' (overleaf).</p> <p>Tick to show if the name you have given is an owner or tenant:</p>	<p>.....</p> <p>.....</p> <p><input type="checkbox"/> - owner</p> <p><input type="checkbox"/> - tenant</p>
<p>2. Address of the empty property.</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>3. Date the property became empty.</p>	<p>.....(Date)</p>
<p>4. Present address of the owner or tenant in question 1 (above).</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>5. If the owner or tenant has died please tick:</p> <p>— What date did they die?</p> <p>— Give the executor's name and address</p>	<p><input type="checkbox"/></p> <p>.....(Date)</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part 2 - Please tick below whichever describes the property best and give any other details we ask for. Please note that when we say 'mainly unfurnished' in 1, 2 and 3 (below) we mean the property doesn't have a cooker, kitchen equipment, beds and furniture.	
<p>1. <input type="checkbox"/></p>	<p>It has been unoccupied and mainly unfurnished for less than six months. (If the property has been lived in for less than six weeks of the six month period it will still qualify for the exemption).</p> <p style="padding-left: 40px;">Date it became unoccupied.....</p> <p style="padding-left: 40px;">Date it became unfurnished.....</p>

Part 2 - continued

2.	<input type="checkbox"/>	It has been unoccupied and mainly unfurnished for less than 12 months and needs structural alterations or major repair work. Date the alterations or repairs started..... Date the alterations or repairs finished.....
3.	<input type="checkbox"/>	It is a new property that has been unoccupied and mainly unfurnished for less than six months since the building was completed. Date the building work began..... Date the building work finished.....
4.	<input type="checkbox"/>	It is unoccupied but it forms part of another property and can't be let separately, such as an annexe.
5.	<input type="checkbox"/>	The law says it is not fit to be lived in. For example it is unfit for human habitation or there is a demolition order, closing order or compulsory purchase order on it.
6.	<input type="checkbox"/>	It is owned by a registered charity that has not used the building in the past six months. Date last used.....
7.	<input type="checkbox"/>	The owner or tenant is in prison. (The property will not qualify for an exemption if they are in prison for not paying Council Tax or a fine).
8.	<input type="checkbox"/>	The owner or tenant is living as a patient in an NHS hospital, residential care home, nursing home for patients with mental health problems or a hostel.
9.	<input type="checkbox"/>	The owner or tenant has died and either: - probate or letters of administration have not been granted; or - it is less than six months since probate or letters of administration were granted. - If granted, give the date.....
10.	<input type="checkbox"/>	The owner or tenant is living elsewhere to care for someone who is elderly, disabled or ill, or who needs care because of: alcohol or drug dependency; a severe learning disability; mental illness; or because they are suffering from a form of dementia.
11.	<input type="checkbox"/>	The owner or tenant has to live elsewhere to receive personal care because of old age, disability, illness, alcohol or drug dependency, a severe learning disability, mental illness or, because they are suffering from a form of dementia.
12.	<input type="checkbox"/>	The owner lives elsewhere to study full time or will become a full time student within six weeks of the property becoming empty.
13.	<input type="checkbox"/>	The property is needed by a minister of religion for official duties.
14.	<input type="checkbox"/>	The property is under a mortgagor's repossession order.
15.	<input type="checkbox"/>	The owner is a trustee in a bankruptcy.
16.	<input type="checkbox"/>	It is a pitch or a mooring that is not being used by a caravan or boat. Tick to say which: <input type="checkbox"/> pitch for caravan <input type="checkbox"/> mooring for boat

Declaration

As far as I know the information I have provided is correct.

Your signature:		Date:	
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Phone number you can be contacted on during the day:

Email address:

Preventing and detecting fraud. Manchester City Council must protect the public funds we deal with. We may use the information you have given on this form and share the information with other organisations that audit or handle public funds to help us prevent and detect fraud. **Find out more at** www.manchester.gov.uk/benefitfraud