



**Revenues and Benefits Unit
Council Tax Service**

Website: www.manchester.gov.uk/counciltax

Email: ctax.enquiries@manchester.gov.uk

Telephone: 0161 234 5002

PO Box 3 Manchester M15 5BA

Move in - New Tenancy

(Use this form to register for Council Tax purposes)

1. Property address and postcode:

2. Liable name(s)

Title

First name

Surname

3. Previous address:

4. Tenancy start date:

5. Occupied date *(if different)*:

6. Managing agents name, address and phone number:

7. Owners name, address and phone number:

8. Is this a furnished let? yes no

9. Are you the only person aged 18 or over? yes no

Signature: _____

Date: _____

Daytime contact number: _____

Email address: _____

For office use only: Account reference: _____ Property reference: _____