

Use this form to apply for an Occupied Property Exemption

Please return this form to: The Council Tax Unit, PO Box 3, Manchester, M15 5BA.

Your name:.....

Address:.....

.....
Your Council Tax Payment reference number:.....

Please look through this list of Occupied Property Exemption categories.

Tick the box if your property is described on this list:

- The property is a student hall of residence.
(We will give this exemption for as long as it is a hall of residence).
- All the people who live in the property are:
 - ◆ full-time students;
 - ◆ school or college leavers;
 - ◆ non-British husbands or wives or dependents of students; **and** the property is where they live during term time.(We will give this exemption for as long as the only people who live there are students, we need separate student certificates for each student).
- The Secretary of State for Defence owns the property and keeps it for UK armed forces to live in.
(We will give this exemption for as long as the State for Defence owns the property and UK forces live there).
- Persons connected to a visiting force live in the property.
(We will give this exemption for as long as the person lives there).
- All the people who live in the property are under the age of 18.
(We will give this exemption until someone who is 18, or older, lives there).
- All the people who live in the property are severely mentally impaired.
(We will give this exemption for as long as nobody else lives there).

We will also give the exemption if a student, who is not severely mentally impaired, also lives in the property.

- The property is the main home of a person with diplomatic privileges or immunity.
(We will give this exemption for as long as this person lives in the property).
- The property is part of another property and a dependent relative lives in it, for example, a 'granny flat' which is lived in by an elderly or disabled relative.
(We will give this exemption for as long as the dependent relative lives there).

Declaration

I declare that the information provided is correct to the best of my knowledge

Signature:.....Date:.....

Your daytime telephone number.....