

TO BE RETURNED TO:
Perth & Kinross Council
Local Taxes
PO Box 7300
Perth
PH1 5WH
Tel: (01738) 477430, Option 1
(Mon-Fri 8.45am to 5.00pm)
Email: localtaxes@pkc.gov.uk

Notification of Tenancy Change



Section A – Property and Landlord Details

Property Address	
Landlord's Name	
Landlord's Address	
Telephone No.	
Managing Agent's Full Contact Details (if applicable)	

Section B – Outgoing Tenant(s)

Name(s)	
Tenancy End Date	
Forwarding Address(es)	

Section C – Incoming Tenant(s)

Name(s)	
Tenancy Start Date	
Previous Address(es)	

Name(s)	
Tenancy Start Date	
Previous Address(es)	

Name(s)	
Tenancy Start Date	
Previous Address(es)	

Section D – House in Multiple Occupation

Do the tenants detailed overleaf have the right to full and unrestricted access over the whole property?	YES/NO
If no please provide details, i.e. access to bedroom each and shared living/dining/kitchen facilities.	

Section E – Additional Information

Between tenancies, is the property (tick as appropriate):	Furnished	Partly Furnished	Completely Unfurnished
If the property is partly furnished, please give brief details of contents/furnishings			
Is the property currently advertised for sale/let?	YES/NO		
If yes, please provide details of where this is advertised and the selling/letting agent details			
If no, please provide the intended future use of the property			

Section F – Declaration

- ✓ I certify that the information supplied is accurate.
- ✓ I understand that to deliberately provide false information for monetary advantage is a criminal offence and that legal action may be taken should false information be given.
- ✓ I agree to inform Perth & Kinross Council immediately regarding any further change which may affect entitlement to any discount or exemption (e.g. change of tenancy dates, ownership, occupation or vacation).

Name	Signature	Date

DATA PROTECTION NOTICE: The information provided by you will be used by Perth & Kinross Council for the billing and collection of local taxes and the recovery of unpaid debts due to the Council. The information may be shared with third party agents employed by Perth & Kinross Council to recover unpaid debts and those organisations with legal right of access e.g. HMRC. This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for those purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please visit our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.