

**Council Tax Reference:**

**Exemption F**  
Unoccupied property where someone has died.



**1. Liable person**

**Surname:**

**Title:**

**Forenames: (In full)**

**Address of unoccupied property:**  
**Postcode**  
**Telephone number:**

**2. What was the date of death?**

\_\_/\_\_/\_\_

**If the deceased was a tenant please provide the name and address of the Landlord:**

**Name:**

**Address:**

**Post Code:**

**3. What date did the tenancy end**

\_\_/\_\_/\_\_

**Does the property contain furniture?**

**Yes**

**No**

**If no please confirm the date the furniture was removed.**

\_\_/\_\_/\_\_

**Is the property unoccupied?**

**Yes**

**No**

**If yes, how many adults now live in the property aged 18 or over?**

**Please give their names:**

#### 4. YOUR SIGNATURE

**I declare that the information stated in this application is true and accurate to the best of my belief. I am aware of the criteria that must be met in order for the discount to apply.**

**Name:**

**Date:**

**Relationship to liable person:**

**REVENUES & BENEFITS TELEPHONE NUMBER: 01925 443210**

**RETURN FORM TO : Benefits & Exchequer Services, New Town House, Buttermarket Street, Warrington WA1 2NH.**

**Exemption F.**  
**Unoccupied property where someone has died.**

This exemption applies when a property is left unoccupied following the death of the person liable to pay the council tax and a grant of probate or letters of administration have not been awarded.

The exemption will cease six months after grant of probate or letters of administration have been awarded. The exemption will also cease in the following instances:

- If the property becomes occupied; or
- If the property is sold or transferred to a beneficiary; or
- By re-letting of a rental property.

Total exemption period- before Probate granted and then a Maximum 6 Months after Probate granted.

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**If you have any difficulties in completing this form, or require any additional information:**

**Please contact this office on 01925 443210 where an advisor will be pleased to help.**

**Our phone lines are open Monday to Friday 8am-6pm**