****

**Vacation of Business Rates Property Form**

Please complete this form if you are vacating a property, and send it to Business Rates – Local Taxation, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1JD or scan and email to business.rates@exeter.gov.uk

**Declaration**

**I confirm, that to the best of my knowledge, the information I have gained is true and correct.**

Name (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Position in the organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name of vacating occupier |  | Telephone number |  |
| 2 | Address of property: please include building number, floor number, office number |  |
| 3. | Date of vacation |  | Account reference number |  |
| 4. | Are you a sole trader? | Yes □ No □ |
| If **Yes**, please give your home address |  |
| 5. | Are you a limited company, charity or other registered company? | Yes □ No □ |
| If **Yes**, please give : |  |
| * Full name of company or organisation
 |  |
| * Registered address
 |  |
| * Registered number
 |  |
| 6. | Did you occupy a specific car park space or spaces? | Yes □ No □ |
| If **Yes**, please give your car park space number (s) |  |
| 7. | Do you own the property | Yes □ No □ |
| If **Yes**, please give the date of sale and details of the new owners |  |

|  |  |  |
| --- | --- | --- |
| 8. | If you do not own the property, please give the owner’s full name and address |  |
| 9. | Are you a tenant / leaseholder? | Yes □ No □ |
| If **Yes**, please give the date the lease ended |  |
| 10. | Please give your new business address (or forwarding address for closing account) |  |
| 11. | Please give details of the new occupier of the property you are leaving, if known |  |