



Email: [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)

01444 477564 (Phone calls may be recorded)

Website: [www.midsussex.gov.uk/revsandbens](http://www.midsussex.gov.uk/revsandbens)

Mid Sussex District Council  
Revenues & Benefits  
PO Box 10607  
Nottingham  
NG6 6DU

Property Ref:

Issued To:

Address in respect of

Date

Dear Sir/Madam

Account Ref .....(please complete)

**COUNCIL TAX – Exemption Review  
Class F – Property left empty as the Council Tax payer is deceased**

We are currently reviewing our records, which show that the above property is receiving a reduction in Council Tax.

It is an audit requirement that we review this reduction each year.

In order to ensure our records are correct and for the reduction to continue, please complete the information overleaf and return within 21 days of the issue date of this letter to either the above address or email us at [ctaxreviews@midsussex.gov.uk](mailto:ctaxreviews@midsussex.gov.uk)

You can also go online to update our records: [www.midsussex.gov.uk/mdcounciltaxreview](http://www.midsussex.gov.uk/mdcounciltaxreview)  
Please ensure that you carefully type the web address into your internet browser as this link will not work if you type into google.

Failure to respond to this request will result in this Class F exemption being ceased. This will take effect six months after the date of death and a full charge will then apply

Should you require further information about this review or the exemption, please visit our website or contact the Revenues Department, the details of which you will find at the top of this letter

Yours faithfully

Mr K Stewart  
Business Unit Leader for Revenues and Benefits

Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at [https://www.midsussex.gov.uk/about us/privacy-notice/](https://www.midsussex.gov.uk/about-us/privacy-notice/) for further details.



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Account Number .....(please complete)

- 1) If a grant of probate or representation has been made, please provide the date this was granted

.....

Please provide a copy of the document along with this review form

**Please note – if probate has not yet been granted, another review form may be issued to you within the next three months requesting further information**

- 2) If the property has now been transferred to the beneficiary, please provide the full name(s) of the beneficiary and the date that the transfer took place

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- 3) If the property is now occupied, please provide the full name(s) of the occupier(s) and the date that they moved in

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- 4) If the property has been sold, please provide the full name(s) of the new owner(s) and the date of completion

.....

- 5) If the property was under a tenancy, please provide the date that the estate's liability for rent ended and the name and address of the landlord

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- 6) If the property is still owned by the estate of the deceased, please confirm whether the property is now substantially unfurnished or not and if so, the exact date the furniture was removed. This information is required as this could affect any charge levied in the future.

.....

**Declaration**

I declare that the information given on this form is complete and accurate to the best of my knowledge

Please remember that if you give false information, you may be prosecuted.

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations that handle public funds.

Signature:

Date:

Full name (BLOCK CAPITALS):

Telephone number

Email: