

**COUNCIL TAX EXEMPTION APPLICATION FORM EMPTY  
PROPERTY - REPOSSESSED PROPERTY**

**Council Tax Account Reference Number:** .....

1. Property Address: .....
2. Name and address of the Mortgagors (borrowers): .....  
.....
3. Name and address of the Mortgagees (lenders e.g. building society): .....  
.....  
Telephone number: .....
4. Mortgage Account No.....
5. Reference of department dealing with repossession: .....
6. Date of repossession: .....
7. Date property became unoccupied: .....
8. Is the property occupied?: YES/NO\*  
  
If YES, the name/s of the occupier/s: .....
9. Is the property furnished?: YES/NO\*  
If NO, the date the furniture was removed: .....
10. Is the property for sale/sold?: YES/NO\*  
If SOLD, the completion date of the sale: .....
11. Name and previous address of the new owners (if known):.....  
.....  
Or acting solicitor: .....
12. Address where future correspondence should be sent: .....  
.....

\*\*\*Please delete where appropriate

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**DECLARATION**

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

**REMEMBER, 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: ..... Tel. No.: .....

Full Name (BLOCK CAPITALS): .....Email Address.....

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/> for further details.

**Please return this form to:**

Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

Email contact for the authority should be addressed to [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)