

COUNCIL TAX EXEMPTION APPLICATION FORM - ESTATE OF A DECEASED PERSON**Council Tax Account Reference Number:**

SECTION 1 – DETAILS OF DECEASED PERSON			
Last Name:	First Name/s:		
Date of death:			
SECTION 2 – ADDRESS			
SECTION 3 – DETAILS OF PROBATE OR LETTERS OF ADMINISTRATION			
Has probate or letters of administration been granted?	YES/NO *		
If 'YES', date granted:			
Name and address of personal representative of the estate:			
Telephone:			
SECTION 4 – DETAILS OF THE PROPERTY			
Is the property occupied?	YES/NO *		
If 'YES', please supply the full names of the occupiers:			
Is the property furnished?	YES/NO *	If 'NO', date furniture removed:	
If the deceased person was the owner:			
(a) Is the property for sale or sold? YES/NO *			
(b) If sold or transferred, please give completion date of sale or transfer.....			
(c) Name and previous address of new owners (if known)		
(d) Contact address for acting solicitor (if known).....		
If the deceased person was not the sole owner of the property:			
(a) Name and address of the owner/joint owner/other financially interested party (e.g. released under a Mortgage or Reversion Scheme)		
(b) Date tenancy terminated.....			
(c) Date the estate's liability for rent or licence fee terminated.....			
(d) Date joint ownership commenced.....			
(e) Address where future correspondence should be sent.....		

SECTION 5 – DECLARATION AND SIGNATURE

Please note:

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.

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

Signature Date

Full Name (BLOCK CAPITALS)

Telephone

Email.....

Please send 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