

Letter Template - Student Enquiry Form – Landlord Multiple Students

LOGO

REVENUES ADDRESS

Date
XXXXXXX

Property Reference:

- (1) Landlord Name
- (2) Landlord Address Line 1
- (3) Landlord Address Line 2
- (4) Landlord Address Line 3
- (5) Landlord Postcode

Property Address:
Property Address Line 1
Property Address Line 2
Property Postcode

Dear (1) Landlord Name

Council Tax Registration & Student/Student Nurse Exemption/Discount Claim

Newcastle City Council needs information about your address so that we can maintain accurate up to date records and ensure the liability for council tax is correct.

Please use this form to tell us who is living at your address and if any of the occupants are students.

1a. Please provide details of all people that live at the property detailed above and are full time students:

Student's Full Name	College or University Attended	Student Reference Number	Contact Details (Phone / Email)

PLEASE NOTE

Unless the place of education is Northumbria University for those detailed above, a certificate to verify that they are full time students must be supplied in order to qualify for any reduction of this nature.

A certificate should be obtained from the place of education and supplied along with the completed form.

1b. If any occupant is not a student and therefore not detailed above, please provide their details below:

Full Name	Does This Person Claim Benefit? <i>(If Known)</i>

2. Please provide the following tenancy information:

Name on Tenancy	Tenancy Start Date	Tenancy End Date

Your assistance in this matter is appreciated.

Declaration

I declare that the information given by me on this form is correct to the best of my knowledge and belief. I understand that failure to supply or giving false information is an offence for which a penalty may be imposed. I also understand that I must inform the Council Tax Section as soon as there is any change in the information.

Signature _____

Date _____

Telephone _____

E.mail _____

You must notify the Council immediately if there is a change in your circumstances, which may affect this information.

Data Protection Act

For information: In line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their duties.