

CITY OF LONDON - BUSINESS RATES

VACATING OCCUPIER FORM * [Please delete whichever is not applicable]

PLEASE COMPLETE AND RETURN THIS FORM WITHIN 5 DAYS SO THAT YOUR RATE LIABILITY CAN BE CALCULATED CORRECTLY. A PRE-PAID ENVELOPE IS PROVIDED FOR YOUR CONVENIENCE.

DATE:

PRN:

"DATA PROTECTION ACT 1998": The information on this form will be used to help the council decide on liability for National Non-Domestic Rates. The information will only be used in connection with billing, collection and recovery of Local Taxes and Revenues, including the calculation of any reliefs. The data may be disclosed to other Local Authorities for Local Taxation purposes only and also to the Council's auditors.

1) Address of Property: _____

Description of Property: _____

2) Name of vacating occupier: _____

Date furniture / fittings removed: _____

Date stock removed: _____

3) FOR COMPLETION BY VACATING TENANTS

Name of Landlord: _____

Address of Landlord: _____

4) FOR COMPLETION BY VACATING OWNERS OR LEASEHOLDERS

Are you still the * Owner / Leaseholder? * YES/NO

If NO please state

Date of completion of * Surrender of Lease / Sale: _____

Name and address of * New Owner / Leaseholder: _____

Contact Name / Tel. No. of Landlord: _____

5) FORWARDING ADDRESS DETAILS

Is your business relocating within the City of London? * YES/NO

5A) If YES please give new address: _____

Location within building: _____

Date of Commencement of Lease: _____

Date of Occupation: _____

[PLEASE CONTINUE OVER]

Landlord's Name and Address: _____

Contact Name / Tel. No. of Landlord: _____

5B) If NO please give Address for future correspondence: _____

CONTACT DETAILS

NAME (Please Print): _____ TELEPHONE: _____

SIGNATURE: _____

POSITION IN ORGANISATION: _____ E-MAIL ADDRESS: _____

DATED: _____

PLEASE RETURN THIS FORM WITHIN 5 DAYS TO:

THE CITY OF LONDON RATES SECTION
LIBERATA UK LTD
4th FLOOR
125 WOOD STREET
LONDON, EC2V 7AN

Telephone enquiries 020 7332 1365