

# COUNCIL TAX EMPTY PROPERTY LEVY DISCOUNT APPLICATION FORM – ACTIVELY MARKETED FOR SALE OR RENT



If you require any help in completing this form, please telephone Customer Advice & Support on **0300 100 1800** or visit any Council Contact Centre/Library Contact Centre (further information is available on the last page of this application form) where our staff will be pleased to give you confidential assistance.

Certain properties may be entitled to a delay in the increased levy on their Council Tax. This includes properties that are not a sole or main residence, have been empty for 12 months and are not a second home. Where the property has remained unoccupied for 12 months a 10% discount may be awarded for a further 12 months if the property is actively being marketed for sale or rent at a reasonable price.

**Please note that any discount awarded will not apply to the water and sewerage part of your bill.**

To claim a discount please complete this form **USING BLOCK CAPITALS** and return it without delay to the address shown at the end of this form.

## ABOUT THE PROPERTY

ACCOUNT NUMBER

1. WHAT IS THE ADDRESS OF THE PROPERTY BEING MARKETED?

2. WHAT IS THE ADDRESS OF YOUR SOLE OR MAIN RESIDENCE?

3. IS THE PROPERTY YOU ARE CLAIMING DISCOUNT FOR ANYONE'S SOLE OR MAIN RESIDENCE?

YES  NO

IF YES PLEASE LIST THE NAMES OF ALL THE RESIDENTS AGED 17 OR OVER WHO LIVE IN THE PROPERTY (INCLUDING YOURSELF).

NAME	DATE OF BIRTH FOR ALL RESIDENTS AGED 17 AND OVER	DATE RESIDENCY COMMENCED

4. IS THE PROPERTY FURNISHED?

YES  NO

5. ON WHAT DATE WAS THE PROPERTY LAST OCCUPIED?

6. ARE YOU ACTIVELY MARKETING THE PROPERTY FOR SALE?

YES

NO (GO TO QUESTION 7)

ON WHAT DATE WAS THE PROPERTY PUT UP FOR SALE?

PLEASE PROVIDE THE NAME, ADDRESS AND CONTACT DETAILS OF YOUR AGENT.

IF YOU ARE NOT USING AN AGENT WHAT ACTION ARE YOU TAKING TO SELL THE PROPERTY?

IF YOU HAVE A HOME REPORT WHAT VALUATION HAS BEEN PUT ON THE PROPERTY?

HOW MUCH ARE YOU MARKETING THE PROPERTY FOR?

7. ARE YOU ACTIVELY SEEKING TENANTS FOR PROPERTY?

YES

NO

ON WHAT DATE WAS THE PROPERTY MADE AVAILABLE TO RENT?

HOW MUCH RENT ARE YOU SEEKING PER MONTH?

HOW MANY BEDROOMS, BATHROOMS AND PUBLIC ROOMS DOES THE PROPERTY HAVE?

BEDROOMS

BATHROOMS

PUBLIC ROOMS

PLEASE PROVIDE THE NAME, ADDRESS AND CONTACT DETAILS OF YOUR AGENT.

IF NOT USING AN AGENT WHAT ACTION ARE YOU TAKING TO FIND A TENANT?

## EVIDENCE

You must provide appropriate evidence to support your application – e.g. a schedule advertising the property for sale or rent, a signed agreement with the agent acting on your behalf, a copy of the home report. Please detail below the evidence you are providing and enclose it when you return your application.

PLEASE DETAIL BELOW ANYTHING ELSE YOU CONSIDER RELEVANT TO YOUR APPLICATION

## DECLARATION

I declare that to the best of my knowledge the information given is true and complete. I authorise Scottish Borders Council to undertake such enquiries it considers appropriate to verify this claim. I undertake to advise the Council of any change of circumstances which may affect eligibility for discount including if the property becomes someone's sole or main residence it is no longer offered for sale or rent.

I understand that Scottish Borders Council is registered under the Data Protection Act. The Council is under an obligation to properly manage public funds. Accordingly, information I provide to the Council, and held in the Council's computer systems, will be used to prevent and detect error and fraud, and may also be shared for the same purpose with public bodies or other organisations which handle public funds.

I CLAIM COUNCIL TAX DISCOUNT FOR AN UNOCCUPIED PROPERTY BEING OFFERED FOR SALE OR RENT

YOUR SIGNATURE

DATE

NAME

TEL NO

ADDRESS FOR CORRESPONDENCE

To find out how we will process and use your personal information in connection with this request please see our Privacy Notices at [www.scotborders.gov.uk/CASSPrivacyNotices](http://www.scotborders.gov.uk/CASSPrivacyNotices)

If you would like a printed copy you can contact us via telephone on **0300 100 1800**.

When completed, this form should be returned to

**Scottish Borders Council  
Customer Advice & Support Service  
Council Headquarters  
Newtown St. Boswells  
Melrose TD6 0SA**

For Official Use

Act By

Date

## COUNCIL CONTACT CENTRES/LIBRARY CONTACT CENTRES

You can find out the opening times from our website at [www.scotborders.gov.uk/contactcentres](http://www.scotborders.gov.uk/contactcentres) or by calling **0300 100 1800** and following the appropriate instructions. They are also displayed at each office.

**Coldstream**, Library Contact Centre, Gateway Centre  
**Duns**, Library Contact Centre, 49 Newtown Street  
**Eyemouth**, Old High School, Coldingham Road  
**Galashiels**, Paton Street  
**Hawick**, High Street  
**Innerleithen**, Library Contact Centre, Buccleuch Street

**Jedburgh**, Library Contact Centre, Castlegate  
**Kelso**, Library Contact Centre, Bowmont Street  
**Newtown St Boswells**, Council Headquarters  
**Peebles**, High Street  
**Selkirk**, High Street