

**01462 505117**

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| **Date: xxxxxxxxxxx****Account no: xxxxxxxxxxx****Address of Property:** |

Open 09:00am to 17:00pm Mon-Fri

Dear Mr Sample

**COUNCIL TAX – EMPTY PROPERTY REVIEW**

North Hertfordshire District Council is required by law to maintain accurate Council Tax records. The Council is therefore reviewing all empty properties within the area. According to our records, this property is currently listed as unoccupied. Government legislations permit the Council to apply an additional Council Tax premium on properties that have been empty for a period of two years or more. In order for us to ensure that you are paying the correct charge, please complete your declaration now.

**The quickest and most convenient way to make your declaration is to go to**

[https://www.epd-review.co.uk/north-herts](https://www.spd-review.co.uk/darlington)  **and enter the code 12-34-56-78. The process is quick, free and easy and should only take you a few minutes.**

If you are unable to complete the on-line declaration, you can call 01462 505117. The operator will ask for your account number which is 12345678. Alternatively, complete and sign the declaration below and return it to the address provided. You must still reply, even if you have informed us of your circumstances recently.

* **I declare that the property remains unoccupied.**
* **I declare that the property is now occupied.**
* **I declare the property is a second home.**

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| **Date property became occupied** | **Name of occupier(s) over the age of 18** | **Are you the owner, occupier or tenant?** | **Date of sale/tenancy start date** |
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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Please provide your contact details in case we need to contact you.  |
| Home number |  | Mobile Number  |
| Email address |  |

Any personal data you provide in response to this letter, whether online, by telephone or in the declaration above, will be processed in accordance with data protection legislation and our privacy policy, which can be found at [https:// www.north-herts.gov.uk/home/council-data-and-performance](https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/corporate-privacy-notice)