

Dartford and Sevenoaks working together to deliver Revenues and Benefits Services

COUNCIL TAX

**Request for Information from or Regarding Personal Representatives
The Local Government Finance Act 1992**

Please complete and return to Council Tax Section using the details attached.

To the Personal Representative(s);

Please answer the following questions in respect of the deceased person and the property referred to below.

A. THE DECEASED AND THE PROPERTY

Full Name: _____
Address of Property: _____

DATE:

ACCOUNT REFERENCE:

B. OWNERSHIP OF THE PROPERTY

1. Did the deceased own the above property? YES NO

2. If No, was the deceased a tenant in the property? YES NO

a. Please provide name and address of the owner/landlord.

b. Please state date on which the tenancy came or will come to an end, or the personal representatives' liability to pay the rent, will cease. _____

3. Was the deceased a joint owner or tenant of the property? YES NO

4. If Yes, please give the name(s) and address(es) of all other joint owner/tenants of the property.

5. Please confirm if the property is unfurnished? YES NO

If Yes, please confirm the date it was removed. _____

If No, please advise us when applicable. Please note that this date may affect liability at a later date.

C. CURRENT POSITION REGARDING THE PROPERTY AND THE DECEASED'S ESTATE.

1. Does any person(s) over the age of 18 still have the above property as their sole or main residence? YES NO

If Yes, please provide their full name(s).

2. Please confirm the date of death? _____

3. Please confirm the name(s) and address(es) of the personal representative(s) or solicitor dealing with the deceased's estate.

4. Has an application been made for probate? YES NO

a. If Yes, please advise us of probate when granted.

b. If No, Is an application likely to be made and if so when? _____

c. Please confirm whether the property is;

i) To be sold and the proceeds distributed to beneficiaries? YES NO

If so, when appropriate, please confirm the name of the new owner and the completion date of the sale.

OR

ii) Is ownership of the property to be transferred to a specified individual(s)? YES NO

If so, when appropriate, please confirm the name(s) and the date of transfer/assent.

Once grant of probate, letters of administration or deed of assent are obtained, please forward a copy to the Council Tax Section as soon as possible, to the address shown on the accompanying letter.

D. DECLARATION (By Personal Representative or Solicitor acting)

The information given on this form is correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Full Name(s): _____

Address: _____

Tele: _____

Contact

Please contact your local Council using details below.

For personal visits please choose whichever location you prefer as we can now deal with enquiries or receive documents for both councils at any of the contact points listed below.

PLEASE NOTE THAT THIS DOES NOT APPLY TO PAYMENTS WHICH MUST BE MADE TO THE COUNCIL THAT ISSUED THE BILL.

Dartford Borough Council
Civic Centre, Home Gardens
Dartford
Kent
DA1 1DR

tel: (01322) 343700
email: revenues@dartford.gov.uk
web: www.dartford.gov.uk

Main Office – Civic Centre, Dartford
Monday to Thursday – 8:45am to 5:15pm
Friday – 8:45am to 4:45pm

Sevenoaks District Council
PO Box 103
Argyle Road,
Sevenoaks
Kent TN13 1YT

tel: (01732) 227000
email: revenues@sevenoaks.gov.uk
web: www.sevenoaks.gov.uk

Main Office – Argyle Road, Sevenoaks
Monday to Thursday – 8:45am to 5:00pm
Friday – 8:45am to 4:45pm

PAY THE EASY WAY

Direct Debit is the easy way to pay your Council Tax. There are no cheques to write, no paperwork, no postage or overdue instalments.

Not only does it save you time and effort, you have a choice of four payment dates during the month and we can take your details over the phone or you can set the Direct Debit up online.

To set up a Direct Debit visit your Council's website
www.dartford.gov.uk/directdebit