**Application for Long Term empty property exception**

Council Tax account number: …………………………………………………………………………………

Name: …………………………………………………………………………………………………………….

Address of property: …………………………………………………………………………………………….

Address of where you are currently residing as your main home…………………………………………

……………………………………………………………………………………………………………………

Telephone or mobile number: ………………………………………………………………………………….

Email address: ………………………………………………………………………………………………….

*Please indicate what exception you are applying for*:

1 – **Property where probate has recently been granted** ………………………………………………

 1a If you have solicitors dealing with the estate, please give their name and address…………….

 ……………………………………………………………………………………………………………….

 1b What date was probate granted (please forward a copy of the grant of probate) ……………….

 ……………………………………………………………………………………………………………….

2 – **Property is being actively marketed for sale or let** …………………………………………………

 2a Please give the name and address of the agents marketing the property………………………..

 ………………………………………………………………………………………………………………..

 2b Please state the sale price or monthly rent figure being asked for - £……………………………..

3 – **Annexe is being used as part of the main home** ………………………………………………….

 3a Have you ever rented out the annexe …………………………………………………………………

4 – **Armed forces accommodation** ………………………………………………………………………..

 4a Please give the address of your armed forces accommodation……………………………………

 ……………………………………………………………………………………………………………

 4b Please provide evidence that you and your family are required to live in armed forces

 accommodation and not your own property

5 – **Property undergoing major repair work** ………………………………………………………………..

 5a When did the work start………………………………………………………………………………...

 5b Please describe the work being undertaken………………………………………………………….

 …………………………………………………………………………………………………………………

 5c When do you expect the work to be completed………………………………………………………

**For your request to be considered, you will need to provide appropriate evidence that your property meets the required criteria.**

Please email this completed form to hdc-revenues@milton-keynes.gov.uk quoting your Council Tax account number.

If your property is no longer empty (someone has moved in, your have sold it or any other change) please let us know by using our self-service portal at <https://www.horsham.gov.uk/council-tax-and-benefits/council-tax>