

Please complete and return the form if you need to tell us about a change of circumstances.

1. Please provide the following details of the incoming owner/occupier:

Name:.....

Address:..... Postcode:

Telephone number:

2. What date was the property bought / rented? (Delete as appropriate)

___ / ___ / ___

3. Please provide the following details of the outgoing owner/occupier:

Name:.....

Forwarding Address:.....Postcode:

Telephone number:

Declaration: I declare that the information I have given is correct to the best of my knowledge.

Signed:.....

Full Name:.....

Date:.....

Daytime Phone Number:.....

Mobile Phone Number:.....

Email:.....

Completed forms should be returned to:

**Business Rates
Civic Centre
Sunderland
SR2 7DN**