

Moving in Form

PLEASE COMPLETE AND RETURN THIS FORM WITHIN 7 DAYS AFTER MOVING IN TO:

**Property Team
Leeds DBF
Church House
17-19 York Place
Leeds LS1 2EX**

Or

Email: property@leeds.anglican.org

Council Tax Information:

For full-time stipendiary clergy the responsibility for payment rests in most cases with the relevant Diocesan Board of Finance.

The basic Council Tax assumes two adults are in residence. If there is only one qualifying adult, the bill is discounted by 25%.

There is a legal requirement to provide certain information to the local authority concerning movement into or out of properties. You will appreciate therefore that it is important that the Board receives full and timely information in order to ensure that Council Tax is correctly calculated. Your cooperation in returning the form will be greatly appreciated so that we can maintain the good will of the Local Authorities.

Any change in circumstances affecting the information should of course be notified to the property team without delay.

Name of Minister of Religion		
How many occupiers over 18 (including yourself) will be living in the property?		
New address		
Telephone number to be used by the Property Team to contact you in the event that access is needed for contractors to undertake work at the property		Email:
Date occupied		
Previous address		
Date vacated		

Meter readings at new address

	Date	Reading	Meter Serial Number
Gas			
Electric			
Water			

if possible, please email us a photograph of the meters