

National Non-Domestic Rate – Notification of occupation/vacation

MOVING IN

The address you are moving in to?

Please print name of new occupier

Home address if sole trader

What date did you take over the lease?

What date did you occupy the premises?

MOVING OUT

The address you are moving out of?

The date that you vacated? The date that your lease ends?

Your forwarding address

The name of the new occupier

LANDLORD'S DETAILS

Name and address of the Landlord

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Telephone number for Landlord

YOUR DETAILS

Business rates account number

Telephone number you can be contacted on

Please print name Mr/Mrs/Miss/Ms

Position held in company

SIGNATURE **Date**

Please post or fax this letter to the address at the top of this letter