

Citizens Access - Revenues user guides

Leaving Middlesbrough

This guide shows you how to let us know that you're leaving Middlesbrough and don't need to pay Council Tax any more.

Under 'Tell us that you have moved home', click 'view notification options' and select 'I am moving from Middlesbrough...'. The first question will be to confirm whether you're the owner or tenant of the property you're moving out of. Choose as appropriate, and click next.

The only difference between being a tenant or a property owner is that if you're an owner, it will ask you for details of the property's new owner.

Tell us that you have moved home

If you are an owner or a tenant, you can tell us that you need to be registered for council tax in Middlesbrough, or that your existing account needs to be closed.

View notification options

I am moving into the Borough of Middlesbrough, have acquired a dwelling in it, or need to be registered and don't have an account.

I am moving from Middlesbrough to another local authority area, have sold a dwelling in Middlesbrough and/or don't need a new account in Middlesbrough

I am moving within Middlesbrough and need to update an existing account, and create an account for my new home

Click here to retrieve a previously saved notification

You'll then be asked for your name, then contact details, and finally your Council Tax account number. If you do not have your account number to hand, you can enter your address.

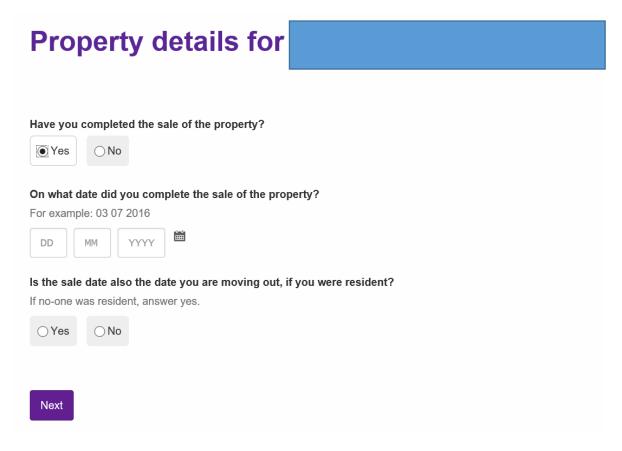
If you're the owner of the property you're moving out of, you'll be asked to confirm the completion date for the sale of the property, and the actual date





you physically move out. You can enter the date manually or click on the calendar to select the date.

If you're the tenant of the property, you'll be asked to confirm the end date of your tenancy in the same way.



The next page will ask if there are other people (aged 18 or over) in the property who will also be moving out. If this is the case, select yes and add the person. You'll then be asked for confirmation of whether anyone is staying in the property. Again, if yes, add the person.





If you're the owner of the property being sold, you must give us the name of the new owner(s) of the property. This is mandatory and you cannot submit the form without this information. Click on 'Add a record' to enter the information.

To enable your Council Tax to be updated we require details of the purchaser or, if not known, details of the solicitors who acted for you in the sale

For the address you are moving from, are you able to provide the purchaser details?
Purchaser's details
Is the purchaser a person or representing an organisation?
Organisation Person
People age 18 and over who are moving into the address
Person
Add a record

You'll then need to give us your forwarding address (where you're moving to). Enter the postcode and click find address. You should see a list of properties





under the given postcode, select the address that applies to you. If the address does not show, you can enter it manually.

ddress			
UK postcode	Find address		
don't know the	postcode Enter an address	manually	

You'll then be given the opportunity to give any other information you think is necessary. If not, leave the text box blank and click next.





You'll then see the summary screen below. Check over the information you've entered. If you're happy, click 'agree' to the declaration and submit the changes.

Documents in	support	Upload documents
ou can provide documents in	• •	
or privately rented property, pl	ease upload the agreement made with the landlord or agent.	
Jse the link to upload documen	ets.	
Filename	Туре	
The information you have property of the council in order to up as confidential except where	rovided on this online application and from any supporting evider date our records. The information will be held securely by the co e the law required it to be disclosed. The council may check inform	uncil and will be treated mation provided by you,
The information you have pr by the council in order to up as confidential except where or information about you pro from certain third parties or protect public funds or whel You have the right to reques	date our records. The information will be held securely by the core the law required it to be disclosed. The council may check information by a third party, with other information held by us. We may share our information with them in order to check its accuracy, per required by law.	uncil and will be treated mation provided by you, v also get information revent or detect crime,
by the council in order to up as confidential except where or information about you pro from certain third parties or protect public funds or when You have the right to reques inaccuracies corrected. If you	date our records. The information will be held securely by the core the law required it to be disclosed. The council may check information by a third party, with other information held by us. We may share our information with them in order to check its accuracy, pare required by law.	uncil and will be treated mation provided by you, also get information revent or detect crime, u and to have any



