

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.

Property details for

Have you completed the sale of the property?

Yes No

On what date did you complete the sale of the property?

For example: 03 07 2016



Is the sale date also the date you are moving out, if you were resident?

If no-one was resident, answer yes.

Yes No

[Next](#)

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?

Yes No

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.

What is your new address?

Address

[I don't know the postcode](#) [Enter an address manually](#)

[Save and exit](#) [Cancel](#)

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.

Old property details

Property address

Documents in support

[Upload documents](#)

You can provide documents in support of the notification.

For privately rented property, please upload the agreement made with the landlord or agent.

Use the link to upload documents.

Filename	Type
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Declaration

The information you have provided on this online application and from any supporting evidence provided will be used by the council in order to update our records. The information will be held securely by the council and will be treated as confidential except where the law required it to be disclosed. The council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share our information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

You have the right to request access to personal information that the council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the council.

I/We declare that to the best of my/our knowledge and belief, the particulars shown on this form are true, accurate and complete and authorise the council to use this information for the above purposes

I agree with the declaration statement above