

ACCOUNT REF. NO

Argyll & Bute Council  
Customer and Support Services  
Kintyre House  
Snipefield Industrial Estate  
Campbeltown  
PA28 6SY

NAME & ADDRESS:

Tel: 01586 555249  
Fax: 01586 553050  
E-mail: ndr@argyll-bute.gov.uk

## REQUEST FOR INFORMATION - TENANCY LETTER FOR PROPERTY AT:

### Subject Address:

Dear Ratepayer,

I shall be obliged if you will provide the information requested overleaf and return the entire form to me duly signed and dated within 7 days.

Please supply a copy of the Lease document for the new occupier. If this is not supplied, my records may not be updated.

Please note that failure to supply the information requested may result in you being made liable for the Non Domestic Rates for the property from the relevant date.

Yours faithfully

**JUDY ORR**  
**HEAD OF CUSTOMER AND SUPPORT SERVICES**

<b>OUTGOING TENANT:</b>	
If Person – full name	
Full forwarding address & postcode	
If Company – Full Name	
Full forwarding address & postcode	
E-mail address	
Telephone No	
Date Tenancy Ceased	

**P.T.O.**

<b>INCOMING TENANT:</b>	<b>** N.B. ENCLOSE LEASE **</b>
If Person – full name	
Full forwarding address & postcode	
If Company – Full Name	
Full forwarding address & postcode	
E-mail Address	
Telephone No	
Date Tenancy Started	

<b>If your property has been sold:</b>	
Date of Sale:	
Name & address of new owner:	
Name & Address of Your Solicitor who acted in the sale:	

If the property is now empty and unfurnished please enter the date from which it has been empty \_\_\_/\_\_\_/\_\_\_ and we will send an application form to be completed to claim any relevant reduction.

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_\_\_



**Data Protection Fair Processing Notice:** Argyll and Bute Council, or their agents, will primarily use the information you have supplied on this form for the collection and administration of tax. The information may also be used for other legitimate purposes e.g. property occupancy and refuse collection. Where permitted by law, or where your consent has been obtained, information may be shared with other Councils, governmental and quasi-governmental bodies. By completing and submitting this form you consent to the use of your personal data including, where appropriate, sensitive personal data. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. The set fee (where applicable) will be charged. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.