

# Council Tax Notice

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To all tenants:

Can you all please apply for your **COUNCIL TAX EXEMPTION FORMS**, which are available through your University/College.

Please send a Photocopy to the following address:

Manchester City Council, Revenues & Benefits Unit, Council Tax Service, P.O. Box 3, Manchester. M15 5BA.

The most suitable method is for one person to collect a Photostat copy from each person in the house and then send all the forms in by **REGISTERED POST**.

Please send a covering letter (such as the one below) indicating that you wish for confirmation to be sent to:

Mr. Brian.J. Skelton, 88 Birchfields Road, Fallowfield, Manchester. M14 6PH.

This will clearly state that the property is now clear of any charges up to the end of your tenancy (Up to 30/06/2027).

Please **KEEP THE ORIGINAL COPY** of your student exemption forms and any correspondence to the City Council. A Photocopy of your **COUNCIL TAX EXEMPTION FORMS** must be sent to me at the address shown. Deposits **WILL NOT BE RETURNED** until I receive confirmation that the property is now clear of Council Tax charges.

Please note it has become necessary to do this as the City Council have started to charge the Landlord for **UNPAID BILLS**.

Thank you.

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Date:

**TO THE COUNCIL TAX UNIT**

Dear Sir/Madam,

Please find enclosed copies of council tax exemption forms for the following property:

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Can you please send a letter to the address below to confirm that no charges now apply for the period up to 30<sup>th</sup> June 2027.

Mr. Brian. J. Skelton, 88 Birchfields Road, Fallowfield, Manchester. M14 6PH

Many thanks.

Yours Faithfully,

Tenant(s)