

## Property Owner's permission for disclosure of Council Tax Information to an agent or third party

Please use this form if you are a landlord and wish to permit a third party such as an estate agent or solicitor to make enquiries about Council Tax for a property you own.

### **Owner's Details**

Title : \_\_\_\_\_

First name : \_\_\_\_\_

Last name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Post Code : \_\_\_\_\_

Name of Company (if applicable) : \_\_\_\_\_

Phone number : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

### **Property Details**

Current Council Tax account number (if known) : \_\_\_\_\_

Address of property : \_\_\_\_\_

\_\_\_\_\_ Post Code : \_\_\_\_\_

### **Person to act on behalf of owner**

Name of person : \_\_\_\_\_ Position in company : \_\_\_\_\_

\_\_\_\_\_

Company name (if applicable) : \_\_\_\_\_

Company address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code : \_\_\_\_\_

Phone number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**CTPA**

**DECLARATION:** I permit the party named above to enquire about all aspects of the current and any subsequent Council Tax accounts for this property. This permission is valid until I notify Sandwell Council that it has been withdrawn. I understand that I may withdraw this permission at any time.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS PERMISSION DOES NOT COVER ACCOUNTS HELD IN THE NAMES OF ANY OTHER PERSONS, EG. TENANTS, AT THE ADDRESS.**

Please return this form by post to.  
Sandwell MBC Revenues, PO Box 10597, Nottingham, NG6 6DQ