

Landlords Factsheet – Council Tax

If you have a rented property, you must tell us

- Property address
- What date you bought the property
- What date you furnished the property
- What was the previous owner's name and new address
- What is your solicitor's/managing agents name and address
- Your contact details i.e. mobile number, email address and current residential address.

When tenants move into your property, you must tell us...

- Property address
- Name/s of the tenants moving in
- Date they moved in
- Supply a copy of a signed and dated tenancy agreement and previous address if known.

If your property is occupied by students you must tell us...

- Property address
- Student names
- The date the students moved in
- Name and address of their college/university
- Other non-students resident in the property
- Supply a copy of a signed and dated tenancy agreement

Please note - If your residents are students at Aston University, Birmingham City University or Birmingham University, confirmation of their student status is sent directly to us. However, they will still need to complete an application form to apply for a discount or an exemption.

Properties solely occupied by full time students are exempt from payment of Council Tax.

If you own a lot of student households we can supply you with a spreadsheet which you can update and return to us with changes to the household. This will ensure that all your properties are amended quickly avoiding unnecessary charges.

When tenants vacate your property, you must tell us...

- Date the tenants vacated and their forwarding address
- The status of your property now (occupied by new tenants or unoccupied) whether it is furnished or unfurnished

If there has been a change in circumstance of your tenants/tenancy agreement you must tell us...

- Details of change

- Date this change is effective from
- A copy of the tenancy agreement (if this has been amended)

Exemptions available from Council Tax

When your property is not occupied by tenants you are liable for Council Tax. Discounts and exemptions are no longer available for unoccupied properties with effect from 1 April 2013.

- If your property is repossessed by the Mortgagee it will be exempt until sold or if someone else lives there
- If the property is empty because the Law says It cannot be occupied or sold an exemption could apply.

Houses in Multiple Occupation

If the property is classed as a house in multiple occupation then the landlord will be liable for payment of Council Tax. Houses in multiple occupations (HMO) are **dwelling which are adapted to accommodate more than one household –this could be because there are Yale type locks on internal doors which restrict the access to non key holders whilst the rest of the property has shared facilities. Or where tenants are given separate tenancy agreements or an agreement which details individual rent per person i.e. they are not sharing the house as a whole group, or as a family unit.**

Our Contact details

- **By Telephone** - 0121 303 1113 Lines open Monday to Friday **8am to 5pm** (except bank holidays).
- **Email** - counciltax@birmingham.gov.uk
- **Internet** - www.birmingham.gov.uk
- **In Writing:** Birmingham City Council Resources Department (revenues and benefits) PO Box 5 Birmingham B4 7AB

Birmingham City Council has a duty to maintain accurate records for billing and collection of Council Tax. In order to meet this requirement the City periodically reviews all records including those where allowances discounts and relief's are granted. These records may be checked by using information already held by the City and its partner organisations such as credit referencing agencies to identify cases where such allowances, discounts and reliefs no longer apply.