



# Notification of Tenancy Change

Customer Services  
Stirling Council  
Viewforth, Stirling, FK8 2ET  
Phone (01786) 443210  
e-mail: finservices@stirling.gov.uk

Please write your name and address in this box.

**For Office Use Only** CT4 03/06 (I)

|               |  |      |
|---------------|--|------|
| Payment Ref.  |  |      |
| Property Add. |  |      |
| Actioned      |  | Date |

If you need any help to fill in this form, please contact us. Please complete the form in **BLACK INK**.

## Tenancy Ending: Outgoing tenants

Surname:  First Name:

Forwarding address (if known):

End tenancy date:  Date moved out:   
(if different)

## Tenancy Commencing: Incoming tenants

Surname:  First Name:

Previous address (if known):

Start tenancy date:  Date moved in:   
(if different)

## Claiming Relief

Furnished  Unfurnished

Period of relief: from  to

## Declaration

1. I declare that all the details that I have given on this form are true and complete.
2. I shall notify the Council immediately if any of the details change.
3. I understand that Stirling Council must protect public funds and may use these details to prevent and detect fraud. I understand that the information may also be shared for the same purposes with other organisations handling public funds.
4. I understand that under the Data Protection Act I have a right to a copy of the information Stirling Council holds on me and that I may be charged for this service.

Signed (Householder)  Date

e-mail address  Daytime Phone No   
( in case of query )