



P: +44 (0) 2037223237 M: +44 (0) 7958571307
A: 3 Judd Street, Russell Square, London WC1H 9QR
W: www.citygatehomes.co.uk

Council Tax Notice

To all tenants:

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

Please send a Photostat copy 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:
Citygate Property Development Ltd., Citygate Homes 3 Judd Street London WC1H 9QR

This will clearly state that the property is now clear of any charges up to the end of your tenancy (Up to 30/06/2022).

Please **KEEP THE ORIGINAL COPY** of your student exemption forms and any correspondence to the City Council. A Photostat copy of your **COUNCIL TAX EXEMPTION FORMS** must be sent to me at the address shown. Deposits **WILL NOT BE PAID OUT** 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.

Date:

__ / __ / 20__
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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 30th June 2022.

Citygate Property Development Ltd., Citygate Homes 3 Judd Street London WC1H 9QR

Many thanks.
Yours Faithfully,
Tenant(s)