

HORSHAM DISTRICT COUNCIL  
WORKING IN PARTNERSHIP  
WITH LGSS

0808 164 8610 (Phone calls may be recorded)

<https://www.lgss-revs-bens/Horsham>**LGSS COUNCIL TAX EXEMPTION APPLICATION FORM –  
ESTATE OF A DECEASED PERSON****DETAILS OF DECEASED PERSON**

<b>First Name/s</b>	
<b>Last Name</b>	
<b>Date of Death</b>	
<b>Address</b>	

**DETAILS OF PROBATE OR LETTERS OF ADMINISTRATION**

Has probate or letters of administration been granted?	<b>YES / NO</b>
If yes, date granted	
Name and address of personal representative of the estate	
Representative Telephone number	

## DETAILS OF THE PROPERTY

Is the property occupied	YES / NO
If YES, please supply the full names of the occupiers	
Is the property furnished	YES / NO
If NO, date furniture was removed	
<b>If the deceased person was the owner</b>	
Is the property for sale or sold?	YES / NO
If sold or transferred, please give the completion date of sale or transfer	
Name and previous address of new owners (if known)	
Contact address for acting solicitor (if known)	
<b>If the deceased person was not the sole owner of the property</b>	
Name and address of the owner/joint owner/other financially interested party (e.g. released under a Mortgage or Reversion Scheme)	
Date tenancy terminated	
Date the estate's liability for rent or licence fee terminated	
Date joint ownership commenced	
Address where future correspondence should be sent	

## DECLARATION AND SIGNATURE

I declare that the information I have given on this form is complete and accurate to the best of my knowledge. **Please note: This information may be shared in accordance with the Council's registration under the Data Protection Act 1998, and deliberately providing false information may lead to prosecution.**

Full name (BLOCK CAPITALS)	
Signature	
Date	
Contact Telephone Number	
Email Address	

Please return this form to: Horsham Revenues and Benefits, PO Box 10745, Nottingham, NG6 6ED