



Hertsmere
Borough
Council

Return to:
Revenues Department
Civic Offices
Elstree Way,
Borehamwood
Herts
WD6 1WA

INFORMING BUSINESS RATES OF A MOVE OUT OF HERTSMERE BOROUGH COUNCIL

Your business rates reference number	
Your name	
Property address	
Correspondence address	
Telephone number	
E-mail address	

Please complete the following if you were the owner:

Date of sale	
Date you moved out (if different from above)	
Forwarding address	
Name of new owner	

Please complete the following if you were the tenant:

Tenancy end date	
Date moved out	
Forwarding Address	
Landlords/Agents Name and Address	

DECLARATION: I declare that the information above is accurate, to the best of my knowledge. I am aware that I may be liable to a penalty for failure to provide information, or for providing false information.

Signature		Date	
-----------	--	------	--