



Hertsmere
Borough
Council

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

INFORMING BUSINESS RATES OF A MOVE WITHIN HERTSMERE BOROUGH COUNCIL

If you are paying by direct debit please DO NOT CANCEL the instruction as any credits and all bank details will be carried forward to your new address

Section 1: Property you are leaving:

Your business rates reference number	
Your name	
Property address	
Correspondence address	
Telephone Number	
Email 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	
New owners current address (if known)	

Please complete the following if you were the tenant:

Tenancy end date	
Date moved out	
Forwarding Address	
Landlords/Agents name and Address	
Landlords/Agents telephone number	

Section 2: Property you are moving to:

Address moving to	
Have you purchased this property or are you the new tenant?	

Complete these boxes if you have purchased your new property

Date of completion of purchase	
Date moved in / started trading (if different to the above)	

Complete these boxes if you are renting your new property

Tenancy start date	
Date moved in / started trading (if different to the above)	
Owner/agents name and address	
Owner/agents telephone number	

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	
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