**Application for Second homes exception**

Council Tax account number:…………………………………………………………………………………

Name:…………………………………………………………………………………………………………….

Address of property:…………………………………………………………………………………………….

Address of where you are currently residing as your main home…………………………………………

……………………………………………………………………………………………………………………

Telephone or mobile number………………………………………………………………………………….

Email address…………………………………………………………………………………………………….

Please give the date the exception is applicable from……………………………………………………..

*Please indicate what exception you are applying for*:

1 – **Property where probate has recently been granted** ………………………………………………….

1a If you have solicitors dealing with the estate, please give their name and address…………….

……………………………………………………………………………………………………………….

1b What date was probate granted (please forward a copy of the grant of probate) ……………….

……………………………………………………………………………………………………………….

2 – **Property is being actively marketed for sale or le**t …………………………………………………

2a Please give the name and address of the agents marketing the property………………………..

………………………………………………………………………………………………………………..

2b Please state the sale price or monthly rent figure being asked for - £……………………………..

3 – **Annexe is being used as part of the main home** …………………………………………………….

3a Have you ever rented out the annexe …………………………………………………………………

4 – **Job related property** ….………………………………………………………………………………….

4a What date did your employment start…………………………………………………………………

4b Please give the name and address of your employer………………………………………………

………………………………………………………………………………………………………………..

4c Please give the address you are living at for your employment…………………………………..

……………………………………………………………………………………………………………….

5 – **Armed forces accommodation** ………………………………………………………………………..

5a Please give the address of your armed forces accommodation……………………………………

…………………………………………………………………………………………………………………

5b Please provide evidence that you and your family are required to live in armed forces

accommodation and not your own property

6 – **Occupied caravan pitch or boat mooring** ……………………………………………………………

7 – **Seasonal homes where year-round or permanent occupation is prohibited or has been ‘specified** **use’** ……………………………………………………………………………………………..

7a Please specify the reason the property cannot be lived in permanently………………………….

………………………………………………………………………………………………………………..

**For your request to be considered, you will need to provide appropriate evidence that your property meets the required criteria**.

Please email this FAO Second Homes to [Ctaxemptyhomes@guildford.gov.uk](mailto:Ctaxemptyhomes@guildford.gov.uk) quoting the Council Tax account number.