



# Certificate of Vacation

(Please complete all sections in BLOCK CAPITALS)

[1] 

PROPERTY ADDRESS: _____ _____ _____ _____ _____
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On completion please return this form to:  
DIRECTORATE OF COMMERCE & TECHNOLOGY  
Pathfinder House, St Mary's Street,  
Huntingdon, PE29 3TN.  
Tel: (01480) 388030  
Fax: (01480) 388320  
Email: [business.rates@huntsdc.gov.uk](mailto:business.rates@huntsdc.gov.uk)

[2] ACCOUNT REF: 

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(IF KNOWN)

[3] NAME OF RATEPAYER: \_\_\_\_\_  
Address (of person responsible for payment of rates if different to [1] above)  
\_\_\_\_\_

## I confirm that either:-

[4] (a) I CEASED TO OCCUPY the property on: \_\_\_\_\_ (date)  
(all furniture and effects must be removed)

(b) THE PROPERTY BECAME UNOCCUPIED and was totally emptied on: \_\_\_\_\_ (date)

[5] SALE PARTICULARS (if applicable)/ASSIGNMENT OF LEASE  
Date of completion/assignment: \_\_\_\_\_  
Property Agent/Solicitor: \_\_\_\_\_

[6] NEW OWNERS/OCCUPIERS details (if known)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

[7] YOUR FORWARDING ADDRESS (or address final account should be sent to)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please indicate if you will be responsible for payment of rates at this new address  Yes  No

N.B. If you pay rates by direct debit we will transfer your instruction to your new reference unless advised otherwise.

## I confirm that the above details are correct

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position in Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

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