ACCOUNT DEE NO	Avendl 9 Duta Council	
ACCOUNT REF. NO	Argyll & Bute Council Customer and Support Services	
NAME & ADDRESS:	Kintyre House	
	Snipefield Industrial Estate	
	Campbeltown	
	PA28 6SY	
	Tel: 01586 555249	
	Fax: 01586 553050	
	E-mail: ndr@argyll-bute.gov.uk	
REQUEST FOR INFORMATION - TENANCY LETTER FOR PROPERTY AT:		
Subject Address:		
Dear Ratepayer,		
I shall be obliged if you will providuly signed and dated within 7 d	de the information requested overleaf and return the entire form to me ays.	
Please supply a copy of the Lease document for the new occupier. If this is not supplied, my records		
may not be updated.	se document for the new occupier. If this is not supplied, my records	
Please note that failure to supply Non Domestic Rates for the prop	the information requested may result in you being made liable for the perty from the relevant date.	
Yours faithfully		
JUDY ORR HEAD OF CUSTOMER AND SU	JPPORT SERVICES	
OUTGOING TENANT:		
If Person – full name		
Full forwarding address &		
postcode		
If Company – Full Name		
Full forwarding address &		
postcode		
E-mail address		
Telephone No		
Date Tenancy Ceased		

INCOMING TENANT:	** N.B. ENCLOSE LEASE **	
If Person – full name		
Full forwarding address &		
postcode		
If Company – Full Name		
Full forwarding address &		
postcode		
E-mail Address		
Telephone No		
Date Tenancy Started		
If your property has been sold	:	
Date of Sale:		
Name & address of new owner:		
Name & Address of Your		
Solicitor who acted in the sale:		
If the property is now empty and unfurnished please enter the date from which it has been empty// and we will send an application form to be completed to claim any relevant reduction.		
Signature	Date/	

Data Protection Fair Processing Notice: Argyll and Bute Council, or their agents, will primarily use the information you have supplied on this form for the collection and administration of tax. The information may also be used for other legitimate purposes e.g. property occupancy and refuse collection. Where permitted by law, or where your consent has been obtained, information may be shared with other Councils, governmental and quasi-governmental bodies. By completing and submitting this form you consent to the use of your personal data including, where appropriate, sensitive personal data. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. The set fee (where applicable) will be charged. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.