

1. Date work commenced to make property uninhabitable: (exact date required)

2. Date furniture removed: (exact date required)

3. List any furniture left in dwelling:

4. Does the dwelling have the following facilities:

- | | | | | |
|-----------------|-----------|----------------------|------------------|----------------------|
| (a) Electricity | in supply | <input type="text"/> | in working order | <input type="text"/> |
| (b) Mains Gas | in supply | <input type="text"/> | in working order | <input type="text"/> |
| (c) Water | in supply | <input type="text"/> | in working order | <input type="text"/> |
| (d) Sewerage | in supply | <input type="text"/> | in working order | <input type="text"/> |

*delete as appropriate

5. Are the following structures intact?

- | | | | | | |
|--------------------|----------------------|--------------------|----------------------|------------------------|----------------------|
| (a) Floors | <input type="text"/> | (c) External Walls | <input type="text"/> | (e) Roof | <input type="text"/> |
| (b) Internal Walls | <input type="text"/> | (d) Ceilings | <input type="text"/> | *delete as appropriate | |

6. Please state the approximate date that work will be completed

Additional comments:

DECLARATION Re Council Tax Class A exemption.

Property Address:.....

Account Reference:.....

I confirm that the above property is unoccupied, unfurnished and requires or is undergoing structural alterations or major repair work to render it habitable. It has met this criteria since the (exact date required).

Signed:..... Dated:.....

Full Name:.....

Contact Telephone Number:.....

GUIDANCE FOR CLAIMS WHERE WORK AS ALREADY COMMENCED OR BEEN COMPLETED

If you are submitting a claim on the above grounds then **documentary evidence must be supplied** to substantiate your claim. The evidence may take the form of some or all of the following points and should show relevant dates:-

- Details of any planning/building regulation approval obtained in respect of the work carried out. This should include any references quoted by the Environmental Quality Department or the name of the officer who dealt with your case.
- Any photographic evidence as to the state of the property before and after the renovation work was carried out.
- Invoices that you may have received from contractors in respect of work they have undertaken.
- A surveyors report as to the state of the property prior to work commencing.