Birmingham City Council

Landlords Fact Sheet - Council Tax

If you have a rented property, you must tell us

- Property address
- What date you bought the property
- Is the property let furnished or unfurnished
- What was the previous owner's name and new address
- What is your solicitor's/managing agents name and address
- Your contact details i.e. mobile number, email address and current residential address.

When tenants move into your property, you must tell us…

- Property address
- Name/s of the tenants moving in
- Date they moved in
- Supply a copy of a signed and dated tenancy agreement and previous address if known.

If your property is occupied by students you must tell us…

- Property address
- Student names
- The date the students moved in
- Name and address of their college/university
- Other non-students resident in the property
- Supply a copy of a signed and dated tenancy agreement

Please note - if your residents are students they will need to complete an application form to apply for a discount or an exemption. If they are studying at the University of Birmingham or Aston University, confirmation of their student status is sent directly to us. However, if they are students at any other college/university, they will need to provide a student certificate or letter giving confirmation of student status from the educational establishment they attend.

Properties solely occupied by full time students are exempt from payment of Council Tax.

If you own a number of student households we can supply you with a spreadsheet which you can update and return to us with changes to the household. This will ensure that all your properties are amended quickly avoiding unnecessary charges. (See the Council Tax student discounts and exemptions fact sheet attached on our website).

When tenants vacate your property, you must tell us…

- Date the tenants vacated and their forwarding address
- The status of your property now (occupied by new tenants or unoccupied) and whether it is furnished or unfurnished

If there has been a change in circumstance of your tenants/tenancy agreement you must tell us…

- Details of change
- Date this change is effective from
- A copy of the tenancy agreement (if this has been amended)

Exemptions available from Council Tax

When your property is empty you are liable for Council Tax and will need to pay 90% of the overall Council Tax charge. In some circumstances there may be an exemption from the whole charge if the following circumstances apply. (The property must be unoccupied)

- If the property is unfurnished it **maybe** be exempt for up to 6 months
- If the property requires or is undergoing structural alterations or major repair it **maybe** exempt for up to 1 year
- If your property is repossessed by the Mortgagee it will be exempt until sold or if someone lives there
- If the property is empty because the Law says it cannot be occupied or sold an exemption could apply. A copy of the legal documentation advising that the property is prohibited from occupation must be provided.

Houses in Multiple Occupation

If the property is classed as a house in multiple occupation then the landlord will be liable for payment of Council Tax. Houses in multiple occupations (HMO) **are dwellings which are adapted to accommodate more than one household – this could be because there are Yale type locks on internal doors which restrict the access to non key holders whilst the rest of the property has shared facilities. Or where tenants are given separate tenancy agreements or an agreement which details individual rent per person** i.e. they are not sharing the house as a whole group, or as a family unit. (See owner liability – houses in multiple occupation/shared accommodation factsheet on our website)

Our Contact details

Email - counciltax@birmingham.gov.uk

Internet - www.birmingham.gov.uk

In Writing - Birmingham City Council, Resources Department (Revenues and Benefits), PO Box 5, Birmingham B4 7AB

By telephone - 0121 303 1113 - lines open Monday to Friday 8am to 8pm (except Bank Holidays)

Birmingham City Council has a duty to maintain accurate records for billing and collection of Council Tax. In order to meet this requirement the City periodically reviews all records including those where allowances discounts and relief's are granted. These records may be checked by using information already held by the City and its partner organisations such as credit referencing agencies to identify cases where such allowances, discounts and reliefs no longer apply.