Application for Student Property Exemption

Please read this form carefully
There are three categories of exemption for student properties. To qualify for one of these exemptions the following conditions must be met:

1. **Occupied solely by students**: must be undertaking a full-time course of education at a recognised educational establishment in the European Union. If a student’s spouse or dependant is not a British Citizen and lives in the property they may also qualify for exemption. Please note they must have “no recourse to public funds” or not be permitted to work in the UK.

2. **Unoccupied but previously occupied by at least one student**: must have been undertaking a full-time course of education at a recognised educational establishment in the European Union. This exemption is for a maximum period of 4 months and can only be claimed by the landlord and will only be granted if the property is to be re-occupied by students.

3. **Unoccupied but owned/leased by student living elsewhere**: must be undertaking a full-time course of education at a recognised educational establishment elsewhere in the European Union.

Any application for exemption must be made by the person who is liable to pay the Council Tax for the property. If you wish to apply for any of the above exemptions please complete this form in **BLOCK CAPITALS** using black ink. This form has been designed to be easy to understand and simple to complete. If you have any difficulty with any part of the form or if you require further details, we would like to help you. Please contact Revenues and Benefits by telephoning Customer Services on 08456 080921 or 01224 219283 (lines are open Monday to Friday 8am to 6pm), emailing us on counciltax@aberdeen.city.gov.uk or by writing to us at the address overleaf.

Information about the property

Address at which exemption is being claimed (including flat location) .................................................................

........................................................................................................................................................................

Council Tax account number (if known) ..............................................................................................................

Landlord's Name and Address .................................................................................................................................

........................................................................................................................................................................

Telephone number .............................................. Landlord’s email address .................................................

Which exemption category does the property fall into (see above, i.e. 1, 2 or 3) 1 2 3

Tick as appropriate

For categories 2 and 3, from which date did the property become unoccupied ..........................................................

Please complete the details requested overleaf regarding the current occupants of the property. If the property is now unoccupied, please give details of the former occupants.
**Household Details**

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename</th>
<th>University/College attended (If appropriate)</th>
<th>Matriculation/ PIN Number</th>
<th>Date Moved in</th>
<th>Exact Date Course Starts</th>
<th>Exact Date Course Ends (See below)</th>
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**PLEASE NOTE YOUR COURSE END DATE IS NOT YOUR GRADUATION DATE**

(Exemption is only applied for the duration of study and does not extend to the date of graduation)

IF YOUR SPOUSE/DEPENDANT IS NOT A BRITISH CITIZEN AND LIVES IN THE PROPERTY, PLEASE GIVE THEIR NAME(S) AND DATE(S) OF ENTRY TO THE UK. PLEASE NOTE THEY MUST HAVE “NO RECOUSE TO PUBLIC FUNDS” OR NOT BE PERMITTED TO WORK IN THE UK FOR YOU TO BE ENTITLED TO EXEMPTION.

**EVIDENCE OF ENTRY TO THE UNITED KINGDOM MUST BE PROVIDED FOR SPOUSES AND DEPENDANTS i.e. Passport**

<table>
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<th>Name(s)</th>
<th>Relationship to Liable person</th>
<th>Date of Entry to United Kingdom</th>
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We may have to contact you again to obtain evidence in support of your claim or with a view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number or email address please give your details below:

Telephone number (daytime).................................................. Email address ..........................................................

Any change to your circumstances which may affect your liability for Council Tax or your exemption must be advised to the Revenues and Benefits Office without delay (i.e. course ends, student leaves course, new tenant moves in, etc...)

**Declaration**

I declare that the information on this application form is true and correct. I undertake to inform you of any change in circumstances as soon as the change occurs.

Signature .................................................................................................. Date ..................................................

Under the Public Finance and Accountability (Scotland) Act 2000 section 2A, we will share the information you provide with Audit Scotland for data - matching purposes. Audit Scotland currently requires us to do this to help prevent and detect fraud. For a full explanation of how we and Audit Scotland will use your information, please contact us or visit [www.audit-scotland.gov.uk/work/nfi.php](http://www.audit-scotland.gov.uk/work/nfi.php)

Thank you for completing this form. Please return it immediately to Revenues and Benefits, Aberdeen City Council, Business Hub16, Marischal College, Broad Street, Aberdeen AB10 1AB