

Address....

Council Tax
 Revenues Dept
 Plymouth City Council
 Civic Centre
 Plymouth PL1 2AA

Dear Sir / Madam

Payment Ref. No. Period

Address

() The tenant responsible for this liability is
 as from

() vacated whilst in TERM CERTAIN
 which expires on and is therefore the person/s responsible for this liability

() The tenantvacated on
 without notice and is therefore liable until as per the Protection of Eviction Act 1977

() This property was being refurbished and all furniture was removed.

() This property is/was vacant and unfurnished.

Yours sincerely