

COUNCIL TAX ONLINE – LANDLORD OR AGENT REPORTING A NEW TENANT

YOU DO NOT NEED TO REGISTER TO DO THIS

Introduction

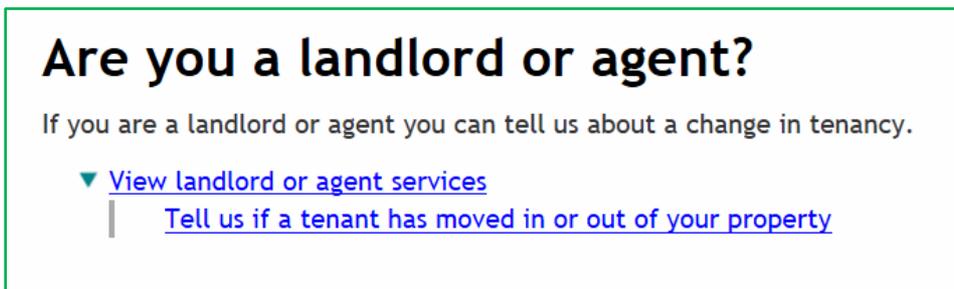
This guide provides a step by step instruction on how to use the Council Tax Online Service for a landlord or agent to report a new tenant moving in.

Step 1 – go the Council Tax home page <https://www.uttlesford.gov.uk/counciltax>

Step 2 – select ‘Manage your Council Tax online’



Step 3 – select ‘View landlord or agent services’ and ‘Tell us if a tenant has moved’.



Step 4 – indicate if you are a landlord or an agent and, if a landlord, do you have an agent. *In this example it is a landlord without an agent.*



Step 5 – input the name and address of the landlord and contact details.

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Landlord details

Is the landlord a person or organisation?

Organisation Person

Title

Mrs

First name

Linda

Last name

Lord

Address

21 Agent Street
Saffron Walden
CB11 4ER
[Edit address](#)

Contact telephone number

01799 510510

Step 6 – select ‘A new tenant has moved in’.

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What do you want to report?

What do you wish to report?

A tenant has moved out

A new tenant has moved in

Step 7 – Indicate if the tenant is a person or an organisation.

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Moving details

Is the tenant a person or organisation?

Organisation Person

[Next](#)

Step 8 – enter the name of the tenant and select 'Next'

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Tenant details

Title
Mr

First name
Newton

Last name
Tenant

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Step 9 – if known provide contact details for the new tenant.



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Tenant's details

Please provide at least two separate contact details

Home telephone number

Work telephone number

Mobile telephone number

Email address

Confirm email address

Step 10 – Enter the postcode of the property concerned and select the address from the drop down list. If this cannot be found enter the address manually.

The screenshot shows the 'New address' page. At the top left is the Uttlesford District Council logo and name, followed by 'Revenues Online'. A 'Previous' link is visible. The main heading is 'New address'. Below this, there is an 'Address' section with explanatory text: 'If you can't find the address (this could be due to reasons such as a new build) you can [enter the address manually](#). If you are unsure that who the council is you can [check the council for a postcode here](#).' There is a text input field containing 'CB11 4ER' and a 'Find address' button. Below the input field is a link: 'I don't know the postcode'. At the bottom left is a 'Next' button.

Step 11 – Enter the start date of the tenancy and date tenant moved in, if different.

The screenshot shows the 'Tenancy details for 1 New Property' page. At the top left is the Uttlesford District Council logo and name, followed by 'Revenues Online'. A 'Previous' link is visible. The main heading is 'Tenancy details for 1 New Property'. Below this, there is a 'Tenancy start date' section with three input fields containing '30', '09', and '2019', followed by a calendar icon. Below the date fields is a question: 'Is the tenancy start date also the date the tenant is moving in?' with radio button options for 'Yes' (selected) and 'No'. Below that is another question: 'Is the property that you are moving into a new build?' with radio button options for 'Yes' and 'No' (selected). At the bottom left is a 'Next' button.

Step 12 - Indicate if the property is the tenants main home, their legal interest and if cohabitating.

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More about the tenant

Is the property the tenant's main home?

Yes No

What is the tenant's relationship to the property?

Tenant: A person who occupies land or property rented from a landlord

Licence to occupy: A resident who lives in the property and who is a licensee. This means that they are not a tenant, but have permission to stay there

Resident without agreement: Any resident living in the property, for example, living with parents

Is the tenant married, cohabiting or in a civil partnership with a liable person within the dwelling?

Yes No

Is the tenant a student or related to a student living at the property?

Yes No

Step 13 - Advise if any other person is moving in with the tenant. If 'Yes' is selected a box appears to enter their details. Select 'Add a record' to do this. If the tenant is moving in alone and 'No' is selected go to Step 16.

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Other people moving in to 1 New Property

Are any other people moving into the property with the tenant that will be jointly for the Council Tax?

Yes No

People moving in with you
Please click on 'Add a Record' below to provide their details
Person
Add a record

[Next](#)

Step 14 - Enter details of the second person stating if aged 18 or over, their legal interest and if cohabitating. Then select 'OK'

Add a new record

Title: Mr

First name: Peter

Last name: Piper

Home telephone number: 01799 510510

Work telephone number:

Mobile telephone number: 07777 777777

Email address: p.piper@mailprovider.co.uk

Preferred method of contact: Home telephone Work telephone Mobile telephone Email

More about the tenant

Is the property the tenant's main home?

Yes No

What is the tenant's relationship to the property?

- Tenant:** A person who occupies land or property rented from a landlord
- Licence to occupy:** A resident who lives in the property and who is a licensee. This means that they are not a tenant, but have permission to stay there
- Resident without agreement:** Any resident living in the property, for example, living with parents

Is the tenant married, cohabiting or in a civil partnership with a liable person within the dwelling?

Yes No

Is the tenant a student or related to a student living at the property?

Yes No

Is the tenant severely mentally impaired?

Yes No

Next

Step 15 -The second person is now added. If more people are moving in select 'Add record' for each person and once all recorded select 'Next'.

People moving in with you

Please click on 'Add a Record' below to provide their details

Person

Mr Peter Piper Change Remove

[Add a record](#)

Step 16 – Indicate if you have a forwarding address for the previous tenant. If answered 'Yes' you will be presented with a page to enter that address.

For the address the tenant is moving to, are you able to provide the previous resident's forwarding details?

Yes No

Step 17 – Agree to the declaration and select ‘Submit move details’



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New property details

Property address	1 New Property, Valuation Street, Saffron Walden, CB11 4ER
People's name(s)	Mr Newton Tenant, Miss Victoria Jones

Documents in support

You can provide documents in support of the notification. Use the link to upload documents. [Upload documents](#)

Filename	Type
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Declaration

The information you have provided on this online application and from any supporting evidence provided will be used by Uttlesford District Council in order to update our records.

Your personal information may be shared with other departments within the council and our contractors where appropriate. We will only share the information that is necessary in order for the service to be provided to you.

Your information will also be shared where the council is under a legal obligation to do so, for example between our services and with other official organisations, such as the police and other government bodies.

Although it is not our intention to collect any other personal information and/or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently when completing any of our online forms.

Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties unless you specifically ask us to do so.

You have the right to request access to personal information that the council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the council.

I/We declare that to the best of my/our knowledge and belief, the particulars shown on this form are true, accurate and complete and authorise the council to use this information for the above purposes.

I agree with the declaration statement above

The following message should appear advising you that the information has been submitted



Uttlesford District Council Revenues Online

A tenant moving to a property has been registered

Thank you for your application.

What happens next?

Your application has been passed to Uttlesford District Council to amend your details and a new bill will be issued shortly to reflect any changes. You will be contacted should we need any further information from you.

[Done](#)

[View, save or print your Moves application](#)