

# Council Tax Declarations

Council Tax is a tax charged by Guildford Borough Council and provides them with funds for a number of local services including refuse collection, recycling, planning, leisure facilities, schools, roads, libraries and the police. The amount payable depends on the value of the property, how many people live there and who the people are.

Our Family Flats are liable for Council Tax as it is possible that they are occupied by people who are not full time registered students of the University. Council Tax is paid by the University and charged to residents through their rent. For this reason when we offer you a property we will quote the rent including a full council tax charge (100%). Rent figures including the 75% council tax charge and the no council tax charge are available on the price list on our website: [www.surrey.ac.uk/accommodation/payment](http://www.surrey.ac.uk/accommodation/payment)

When you pay your pre-payment to accept the property we will ask you to make a declaration about who will be living in your flat/house. Below is a list of the possible declarations you can make and the effect on the council tax which will be included in your rent.

Declarations to Choose From	Effect on Council Tax Charge for...	
	Full Time Students	Staff, Visitors & Part Time Students
No other adults will be living in the accommodation with me. Any children living with me will not have their 18 <sup>th</sup> birthday during my occupancy.	Charge will be cancelled.	Charged at 75%.
The only other adult living with me is a full time student at the University. Any children living with us will not have their 18 <sup>th</sup> birthday during my occupancy.	Charge will be cancelled.	Charged at 75%.
The only other adult living with me is also a full time student at another institution, and they can travel daily from Guildford to attend their course. I will email a Council Tax Exemption Certificate from their institution. Any children living with us will not have their 18 <sup>th</sup> birthday during my occupancy.	Charge will be cancelled for the period covered by their exemption certificate, then charged at 75% after.	Charged at 75% for the period covered by their exemption certificate, then charged at 100% after.
The only other adult living with me has "No recourse to public funds" on their passport OR has "Tier 4 Dependant. Leave to Remain" on their residence permit card which exempts them from paying council tax. I attach a photocopy of their passport or their residence permit card. Any children living with us will not have their 18 <sup>th</sup> birthday during my occupancy.	Charge will be cancelled.	Charged at 75%.
The only other adult living with me has no exemption from paying Council Tax. Any children living with us will not have their 18 <sup>th</sup> birthday during my occupancy.	Charged at 75%.	Charged at 100%.
There are two or more other adults living with me who have no exemption from paying Council Tax. <b>Or</b> there is one other adult and a child living with me will have their 18 <sup>th</sup> birthday during my occupancy on _____, both of whom have no exemption from paying Council Tax.	Charged at 100%.	Charged at 100%.
There is a child living with me who will have their 18 <sup>th</sup> birthday during my occupancy on _____. They will have no exemption from paying council tax.	Charge will be cancelled until their 18 <sup>th</sup> Birthday, then charged at 75% after.	Charged at 75% until their 18 <sup>th</sup> Birthday, then charged at 100% after.
I believe that the others adult/s living with me have an exemption to paying council tax for the following reasons:	Charge will be reviewed after we have assessed your claim.	Charge will be reviewed after we have assessed your claim.

\*Adults are people who are 18 years old or above.