

Section 11 - Local Government Rates and Other Matters Act 2019

**RELEVANT PROPERTY DETAILS**

*\* denotes a mandatory field*

\* Tailte Éireann Property ID Number:

*or*

\* Rate Acc Number(s):

\*Address of Property:

\*Eircode

**NATURE OF TRANSACTION**

**SALE**

\* Date sale completed:  /  /  (dd/mm/yyyy)

**CURRENT OWNER DETAILS (Prior to the date of sale)**

\* Legal Name:

\* Trading Name:

\*Correspondence Address:

\*Eircode  \*CRO No.

\* Tel No.:

\* Email:

\* Contact Name:

Is property currently occupied/leased Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please provide details of current position \_\_\_\_\_  
\_\_\_\_\_

If yes, please provide Tenant's Legal Name \_\_\_\_\_

Is tenant effected by sale Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details \_\_\_\_\_  
\_\_\_\_\_



**\* Type:** (Tick appropriate Box)

Owner

Occupier

Both

**\* Legal Name:**

**\* Trading Name:**

(If different from Legal Name)

**Correspondence Address:**

**\*Eircode**

**\*CRO No.**

**\* Tel No.:**

**\* Email:**

**\* Contact Name:**

## LEASE

### CURRENT OCCUPIER DETAILS

* Legal Name:	<input type="text"/>	
* Trading Name:	<input type="text"/>	
* Forwarding Address:	<input type="text"/>	
* Eircode	<input type="text"/>	*CRO No. <input type="text"/>
* Tel No.:	<input type="text"/>	
* Email:	<input type="text"/>	
* Contact Name:	<input type="text"/>	
* Lease/Occupation ended:	<input type="text"/>	

Is there a void period between changeover Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details of how rates for that period are to be addressed \_\_\_\_\_

### NEW OCCUPIER'S DETAILS

* Legal Name:	<input type="text"/>	
* Trading Name:	<input type="text"/>	
(If different from Legal Name)	*CRO No. <input type="text"/>	
Correspondence Address:	<input type="text"/>	
* Eircode	<input type="text"/>	<input type="text"/>
* Tel No.:	<input type="text"/>	
* Email:	<input type="text"/>	
* Contact Name:	<input type="text"/>	

#### Lease Details

\* Period from: 

		/			/				
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 (dd/mm/yyyy)

\* Period To: 

		/			/				
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 (dd/mm/yyyy)

**PREMISES VACANT**

\* Date Occupier left Premises:   /   /      dd/mm/yyyy

\* Premises being advertised for Lease / Let:  Y/N

*or*

\* Other:  (e.g. redevelopment/refurbish/demolished)

\* Auctioneer / Letting Agent:

Forwarding address for last occupier: \_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

I hereby declare and affirm that I am the owner of the above specified property and the person required to notify the Local Authority in accordance with the provisions of Section 11 - Local Government Rates and Other Matters Act 2019

I declare that the details furnished above are true, accurate, correct and complete to the best of my knowledge and belief and I undertake to inform you of any necessary changes therein immediately in the event that I become aware of any matter which would alter this belief

I understand that I am obligated by law to pay all rates that I am liable for at the date of transfer of the property

Signed:

Print Name:

Date:   /   /      dd/mm/yyyy

**Please return completed and signed form to the address below:**

Rates Office  
Finance Department  
Dún Laoghaire Rathdown County Council  
County Hall  
Dun Laoghaire  
Co Dublin  
A96 K6C9

Direct Tel 01 205 4821 / 01 230 6621  
Email: rates@dlrcoco.ie