

Revenues and Benefits Account user guides

Leaving Middlesbrough (tenant)

This guide shows you how to let us know that you're leaving Middlesbrough and don't need to pay Council Tax any more. In this guide, we'll call the property you're leaving the '**old property**', and the property you're moving into the '**new property**'.

Go to 'Council Tax Notification'.

Property Enquiry

Check the Council Tax band or rateable value of a property and its annual charge.

[Start](#)

Account Details

View your account details and benefit claim details, and update your contact details using the e-Service key from your latest bill.

[Start](#)

Benefit Details

View your Council Tax Reduction and Housing Benefit claim details.

[Start](#)

Council Tax Notification

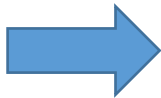
Inform the council of a change to your circumstances for Council Tax purposes or apply to pay by Direct Debit without an online key.

[Start](#)

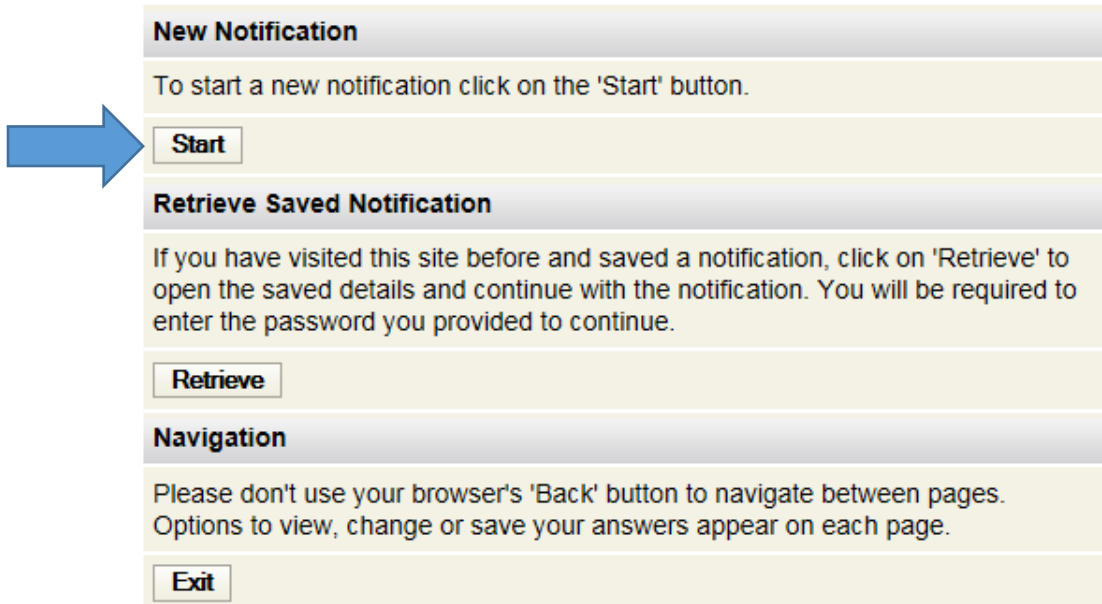
Business Rates

Apply to pay your Business Rates by Direct Debit.

[Start](#)



Go to 'New Notification'.



New Notification

To start a new notification click on the 'Start' button.

Start

Retrieve Saved Notification

If you have visited this site before and saved a notification, click on 'Retrieve' to open the saved details and continue with the notification. You will be required to enter the password you provided to continue.

Retrieve

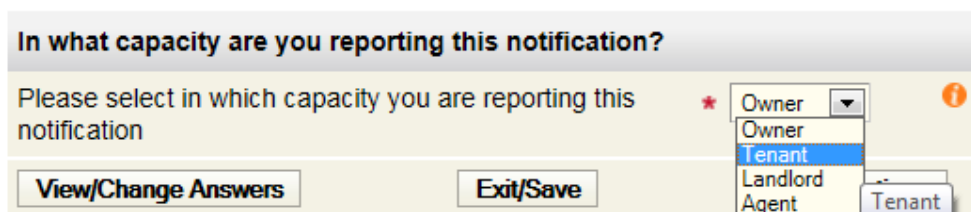
Navigation

Please don't use your browser's 'Back' button to navigate between pages. Options to view, change or save your answers appear on each page.

Exit

Select 'Tenant' from the drop-down list, then click Enter/Continue.

Questions screen



In what capacity are you reporting this notification?

Please select in which capacity you are reporting this notification *










View/Change Answers **Exit/Save**

Owner
Owner
Tenant
Landlord
Agent

Tenant

Enter your personal details, then click Enter/Continue.

Questions screen

Name and contact details		
Please enter your name or business name details. If you are already a payer within this local authority, please enter your name exactly as it appears on your current bill.		
Business name	<input type="text"/>	
Title	<input type="text"/>	
Forename	<input type="text"/>	
Surname	<input type="text"/>	
Please enter your contact phone number and your email address		
Home phone number	<input type="text"/>	
Mobile phone number	<input type="text"/>	
Work phone number	<input type="text"/>	
Email address	<input type="text"/>	
Confirm email address	<input type="text"/>	
<input type="button" value="View/Change Answers"/> <input type="button" value="Exit/Save"/> <input type="button" value="Enter/Continue"/>		

Choose 'Everyone moving in or out of a property'.

Questions screen

What would you like to report or apply for?

Please select one option below

Everyone moving in or out of a property ⓘ
(I am either moving into this Local Authority area, moving out of this Local Authority area, or moving from one property to another within this Local Authority area)

Start

Applying for a Single Person Discount ⓘ
(I have a Council Tax account and wish to claim a discount on this account because I am the only person aged 18 or over living at the property)

Start

Apply for a Disregard Discount or Exemption ⓘ
(I would like to apply for a disregard discount or exemption on the basis of being a student or severely mentally impaired)



If you're moving out of a property in this local authority area (Middlesbrough), choose the tick, then click Enter/Continue.

Questions screen

Further information for everyone moving in or out of a property

You have selected that everyone is moving in or out of a property

Are you moving out of a property in the local authority area? * ⓘ

View/Change Answers **Exit/Save** **Enter/Continue**

Enter the Council Tax Reference Number ('Account No' on your bill) for the **old property**, then click Enter/Continue.

If you don't have your Reference Number, you can leave the box empty and click Enter/Continue. You'll be given the option to search for your address on the next page.

Questions screen

Council Tax Reference Number

Please enter your Council Tax reference for the address of the property that you are selling if known

Council Tax Reference Number ⓘ
(The Council Tax Account Reference Number should exclude any spaces, hyphens or special characters)

[View/Change Answers](#) [Exit/Save](#) [Enter/Continue](#)








The address of the **old property** will be shown once you've entered your Council Tax Reference Number or searched for your address. Make sure the address is correct, then click Enter/Continue.

Questions screen

Address details	
Please select the address of the property that you are moving from	
Please click Enter/Continue to confirm your property address. If this is not the address that you wish to report a change for, please click 'Find Address' and search for the correct property.	
Postcode	<input type="text"/> <input type="button" value="Find Address"/>
Number	<input type="text"/>
Street Name	<input type="text"/>
House Name	<input type="text"/>
Address line 1:	<input type="text"/>
Address line 2:	MIDDLESBROUGH
Address line 3:	<input type="text"/>
Address line 4:	<input type="text"/>
Address line 5:	<input type="text"/>
Address postcode:	<input type="text"/>
Property reference number	<input type="text"/>
<input type="button" value="View/Change Answers"/> <input type="button" value="Exit/Save"/> <input type="button" value="Enter/Continue"/>	


Enter the address of the **new property** so we can send you a final Council Tax bill, then click Enter/Continue.

Questions screen

New property address details		
Please enter the new address details below		
Address line 1:	<input type="text"/>	
Address line 2:	<input type="text"/>	
Address line 3:	<input type="text"/>	
Address line 4:	<input type="text"/>	
Address line 5:	<input type="text"/>	
Address postcode:	<input type="text"/>	
Property reference number		
<input type="button" value="View/Change Answers"/>	<input type="button" value="Exit/Save"/>	<input type="button" value="Enter/Continue"/>

Give us any extra information you think we need to know, then click Enter/Continue.

Questions screen

Further information	
Please enter any other information that you feel you need to tell us	
Any other relevant information	<input type="text"/> 
<input type="button" value="View/Change Answers"/>	<input type="button" value="Enter/Continue"/>

On the summary page, click Continue.

Summary screen

The Self Serve notification is complete

You have reported that everyone has moved out of the property

Please continue to the next page to submit your notification.

[View/Change Answers](#) [Exit/Save](#) [Continue](#)

You can click on the blue text to see or print the information you've given.

Click the box to complete the declaration, then click Submit.

Declaration Page

Tick the declaration box to agree with the declaration and continue.

The information you have provided on this online application and from any supporting evidence provided will be used by the council in order to update our records. The information will be held securely by the council and will be treated as confidential except where the law requires it to be disclosed. The council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

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 above [Click here to view or print your answers](#)

[Exit](#) [Submit](#)

Your change of address (leaving Middlesbrough) has been recorded. We'll send you a final Council Tax bill.