

ACCOUNT REF. NO

NAME & ADDRESS:

Argyll & Bute Council  
Customer and Support Services  
Kintyre House  
Snipefield Industrial Estate  
Campbeltown  
PA28 6SY

Tel: 01586 555249  
Fax: 01586 553050  
E-mail: ndr@argyll-bute.gov.uk

## REQUEST FOR INFORMATION - TENANCY LETTER FOR PROPERTY AT:

Subject Address:

Dear Ratepayer,

I shall be obliged if you will provide the information requested overleaf and return the entire form to me duly signed and dated within 7 days.

Please supply a copy of the Lease document for the new occupier. If this is not supplied, my records may not be updated.

Please note that failure to supply the information requested may result in you being made liable for the Non Domestic Rates for the property from the relevant date.

Yours faithfully



**JUDY ORR**  
**HEAD OF CUSTOMER AND SUPPORT SERVICES**

OUTGOING TENANT:	
If Person – full name	
Full forwarding address & postcode	
If Company – Full Name	
Full forwarding address & postcode	
E-mail address	
Telephone No	
Date Tenancy Ceased	

**P.T.O.**

<b>INCOMING TENANT:</b>	<b>** N.B. ENCLOSE LEASE **</b>
If Person – full name	
Full forwarding address & postcode	
If Company – Full Name	
Full forwarding address & postcode	
E-mail Address	
Telephone No	
Date Tenancy Started	
