

# COUNCIL TAX AND BUSINESS RATES SERVICE

PO Box 785, Redhill, RH1 9JB



Telephone: 020 7974 6470 - Lines open 8am to 6pm, Monday to Friday

Email: [revenues@camden.gov.uk](mailto:revenues@camden.gov.uk)

24 hour telephone payment line: 020 7974 6104

Pay online at [www.camden.gov.uk/pay](http://www.camden.gov.uk/pay)

**Data Protection Act 1998:** We may share the information you give us with other council departments and other local or central agencies if the law allows this. Please see the footnote on the reverse of this bill for more details.

Date of Issue: 22/01/20

**Account Ref: 83673037**

Property Address:

FLAT 6  
9 LANGTRY ROAD  
LONDON  
NW8 0AJ

DENTON PROPERTIES LTD  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
HARROW  
MIDDX  
HA3 9SD

**Reason for Bill: Change to Council Tax to be paid**

## COUNCIL TAX FOR FINANCIAL YEAR 2019/2020

Property Band: C

	% change	
London Borough of Camden general expenditure	3.0%	£1025.61
London Borough of Camden adult social care precept	1.0%	£78.25
Greater London Authority	8.9%	£284.90
Annual Charge for Period	5.0%	£1388.76

---

<b>Council Tax for period 04/01/20 to 05/01/20</b>	<b>£7.59</b>
0% relief class B property unoccupied but furnished	£0.00
<b>Total charge for this period:</b>	<b>£7.59</b>

**TOTAL DUE:** £7.59

**This Bill is payable by instalments as follows:**

Date Due	Amount Due	Date Due	Amount Due
05/02/2020	£7.59		

POST OFFICE/PAYPOINT BARCODE



9826 0054 1800 0083 6730 3709

For more financial information about your council tax and how it is spent, please visit [www.camden.gov.uk](http://www.camden.gov.uk) You can request a hard copy of this information free of charge.

**Please see over the page for details of how to pay.**

FDMCAMCTRJZ20PR3RC:397Page:1

CAM\_CT\_BILL\_V5

# COUNCIL TAX AND BUSINESS RATES SERVICE

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FDMCAMCTR19J20PR3RC:397Page:1

CAM\_CT\_BILL\_V5



30 Preston Hill  
Harrow  
Middlesex  
HA3 9SD  
Tel: 0203 086 9282  
Fax: 0203 006 8975

27<sup>th</sup> January 2020  
Camden Town Hall,  
Judd Street,  
London,  
WC1H 8NH

To whom it may concern,

**RE: Council tax account number: 83673037**  
**Property address: Flat 6, 9 Langtry Road, London, NW8 0AJ**

Further to your council tax bill, issued on the 22<sup>nd</sup> January 2020, kindly note that in November 2014 the above-mentioned property was sold by DENTON PROPERTIES to FIRST LIGHT PROPERTIES and it is cared of by MILLWOODKANE Limited.

Please find enclosed the completion statement along with the summary of work and fee issued by solicitor back in November 2014.

I would be most grateful if you could amend your records accordingly and return it by email at: [alex@millwoodkane.com](mailto:alex@millwoodkane.com) with the view to organise the payment as soon as possible.

Thank you for your understanding.

Yours Faithfully:

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a smaller 'G' and a flourish.

Alexandru Sebastian Groza  
For and on behalf of:  
Millwood Kane Limited



30 Preston Hill  
Harrow  
Middlesex  
HA3 9SD  
Tel: 0203 086 9282  
Fax: 0203 006 8975

27<sup>th</sup> January 2020  
Camden Town Hall,  
Judd Street,  
London,  
WC1H 8NH

To whom it may concern,

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**Property address: Flat 6, 9 Langtry Road, London, NW8 0AJ**

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Thank you for your understanding.

Yours Faithfully:

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a loop and a tail.

Alexandru Sebastian Groza  
For and on behalf of:  
Millwood Kane Limited

## Alex @ Millwood Kane

---

**From:** Alex @ Millwood Kane  
**Sent:** 27 January 2020 12:39  
**To:** revenues@camden.gov.uk  
**Subject:** Council tax account number: 83673037; Property address: Flat 6, 9 Langtry Road, London, NW8 0AJ  
**Attachments:** 2014.12.19 - FLP - Langtry - £74.092.78 - FROM SOLICIOTR.PDF; 2020.01.27 - Cover Letter - Amend Billing Title.pdf; 2014.11.28 - FLP - Langtry - Sum Work & Fee Estimate.PDF

Dear Sir or Madam,

**RE: Council tax account number: 83673037**  
**Property address: Flat 6, 9 Langtry Road, London, NW8 0AJ**

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Thank you for your understanding.

Best Wishes,  
Alexandru Sebastian Groza

For and on behalf of:  
**MILLWOOD KANE LTD**  
30 Preston Hill, Kenton, Harrow, Middlesex, HA3 9SD, UK  
Tel: 0203 086 9282 / Fax: 0203 086 8975  
Website: [www.millwoodkane.com](http://www.millwoodkane.com)

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**P Before printing, think about the environment**

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Date of Issue: 12/02/20

**Account Ref: 83695824**

Property Address:

FLAT 6  
9 LANGTRY ROAD  
LONDON  
NW8 0AJ

FIRST LIGHT PROPERTIES LIMITED  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
HARROW  
MIDDLESEX  
HA3 9SD

**Reason for Bill: New account created**

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FDM\CAM\CTR\234\PR2\RC:591\Page:1

# COUNCIL TAX AND BUSINESS RATES SERVICE

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*ACTIONED To Remove Denton 27/11/2020*

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NW8 0AJ

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Annual Charge for Period	5.0%	£1388.76

No charge for this period

TOTAL DUE:

**£0.00**

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Date Due	Amount Due	Date Due	Amount Due
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POST OFFICE/PAYPOINT BARCODE



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**Please see over the page for details of how to pay.**

FDM/CAM/CTR/J234/PR3/RC:456/Page:1

CASE OF THE YEAR

# NatWest

## Payments and transfers

The money will leave your account immediately and the funds should normally reach the payee's account today. Note that payments to credit cards or newly added payees can take longer.

Your payment has been arranged

### Payment details

From

**MILLWOOD KANE LTD 67672868**

To

**LONDON BOROUGH OF CAMDEN**

Sort code

**50-30-03**

Account number

**24314463**

Payment reference

**83673037**

Amount

**£7.59**

Payment date

**20 Feb 2020**

  
Need help?

National Westminster Bank Plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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Property Address:

FLAT 6  
9 LANGTRY ROAD  
LONDON  
NW8 0AJ

**Reason for Bill: New account created**

FIRST LIGHT PROPERTIES LIMITED  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
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HA3 9SD

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POST OFFICE/PAYPOINT BARCODE



9826 0054 1800 0083 6958 2409

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FDM/CAM/CTR/J23/4/PR2/RC:59/1Page:1

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Date of Issue: 17/03/20

Account Ref: 83695824

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FLAT 6  
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LONDON  
NW8 0AJ

FIRST LIGHT PROPERTIES LIMITED  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
HARROW  
MIDDLESEX  
HA3 9SD

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Council Tax for period 04/01/20 to 07/01/20

0% relief class B property unoccupied but furnished

Total charge for this period:

£15.18

£0.00

£15.18

TOTAL DUE:

£15.18

This Bill is payable by instalments as follows:

Date Due	Amount Due	Date Due	Amount Due
31/03/2020	£15.18		

POST OFFICE/PAYPOINT BARCODE



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FD/MC/AM/CTR/16/PR3/IRC/56/9/ Page 1

CAM\_CT\_BILL\_V6



## Make a payment or transfer

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### Payment confirmation

From

**MILLWOOD KANE LTD 67672868**

To

**LONDON BOROUGH OF CAMDEN**

Sort code

**50-30-03**

Account number

**24314463**

Payment reference

**83695824**

Amount

**£15.18**

Payment date

**29 Apr 2020**

National Westminster Bank Plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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FDM/CAM/CTR/J6/PR3/RC:589/Page:1

CAM CT Bill 1/18

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Pay online at [www.camden.gov.uk/pay](http://www.camden.gov.uk/pay)

General Data Protection Regulation and Data Protection Act 2018: We may share the information you give us with other council departments and other local or central agencies if the law allows this. Please see the footnote on the reverse of this bill for more details.

Date of Issue: 13/08/20

Account Ref: 83892679

Property Address:

FLAT 6  
9 LANGTRY ROAD  
LONDON  
NW8 0AJ

FIRST LIGHT PROPERTIES LIMITED  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
HARROW  
MIDDLESEX  
HA3 9SD

Reason for Bill: New account created

## COUNCIL TAX FOR FINANCIAL YEAR 2020/2021

Property Band: C

	% change	
London Borough of Camden general expenditure	2.0%	£1047.56
London Borough of Camden adult social care precept	2.0%	£100.33
Greater London Authority	3.6%	£295.17
Annual Charge for Period	3.9%	£1443.06

Council Tax for period 20/06/20 to 31/03/21	£1126.77
0% relief class B property unoccupied but furnished	£0.00
<b>Total charge for this period:</b>	<b>£1126.77</b>

TOTAL DUE: **£1126.77**

This Bill is payable by instalments as follows:

Date Due	Amount Due	Date Due	Amount Due
01/12/2020	£186.77	01/03/2021	£188.00
01/01/2021	£188.00		
01/02/2021	£188.00		
01/03/2021	£188.00		
01/03/2021	£188.00		

POST OFFICE/PAYPOINT BARCODE



9826 0054 1800 0083 8926 7908

For more financial information about your council tax and how it is spent, please visit [www.camden.gov.uk](http://www.camden.gov.uk) You can request a hard copy of this information free of charge.

Please see over the page for details of how to pay.



# You may be able to reduce your Council Tax Bill.

Please read these notes carefully because discounts and exemptions will only be awarded from the date you apply or within 21 days of your first bill.

## Council Tax valuation bands

Council Tax is charged on most properties. Each property belongs in one of eight bands depending on its value on 1 April 1991.

Valuation Range of values

band	Range of values
A	Up to and including £40,000
B	£40,001 to £52,000
C	£52,001 to £68,000
D	£68,001 to £98,000
E	£98,001 to £120,000
F	£120,001 to £160,000
G	£160,001 to £320,000
H	More than £320,000

The band which applies to your home is shown over the page.

## Discounts

The basic council tax charge covers two adults aged 18 or over living in the property. The following discounts can be applied for:

- If you are the only person living in the property, a 25% discount
- If another person lives with you who is, for example, a student, a 25% discount. A full list of people who are disregarded can be found at [www.camden.gov.uk](http://www.camden.gov.uk)
- If nobody lives in your property and it is empty of furniture, a 100% discount may apply for the first month, before reverting to the full tax.
- If the property is empty of furniture and undergoing structural alterations or in need of repair, a 25% discount can be applied for one year.
- Annexes, which are used by the occupier of the main house as part of the main home, or annexes, which are occupied by a relative of the person living in the main house will be entitled to a 50 percent reduction in the Council Tax payable on the annexe.

The discounts above will normally only run from the date you apply. If you receive a discount and your circumstances change, you must tell us within 21 days, other wise you may have to pay a penalty of £70.00

## People with disabilities

If you or any member of your household is disabled and part or all of your home has been adapted because of this, you can claim disability relief. If your claim is successful, we will reduce your bill to one in the band below yours.

## Council Tax Premium

If nobody lives in your property and it has been empty of furniture for 2-5 years, a premium of 100% council tax is payable in addition to the normal tax. For over 5 years a premium of 200% is payable.

## Council Tax Support Scheme

Council tax support can help with all or some of your council tax. Whether you will get council tax support depends on the amount of council tax you have to pay, your household circumstances and the circumstances of adults living with you. You should apply straight away because we might only be able to award council tax support from the date we receive your claim. You can get more information by calling 020 7974 4444 Option 3.

## Specific Reductions

The Council has the power to reduce the amount due on an individual council tax bill under Section 13A of the Local Government Finance Act 1992, in certain exceptional circumstances. If you have had a change in your council tax support because of the new scheme above, you can apply for this on the council tax discounts and exemptions web page.

## Exempt properties

Council Tax is not charged on certain properties. These are known as 'exempt properties' and include the following:

- student halls of residence and properties only lived in only by students;
- Ministry of Defence barracks and married quarters;
- accommodation for visiting forces;
- properties lived in by foreign diplomats who would pay Council Tax;
- parts of properties lived in by the elderly or disabled relatives of those living in the rest of the property (eg. a granny flat);
- Foster carers and family and friends carers are entitled to an exemption. If you are registered with Camden this will show on your bill automatically.
- Care leavers liable for council tax and registered with Camden are entitled to exemption up to age 25.
- Properties lived in by people who are now in prison, hospital or a home, or receiving or providing care elsewhere.
- Property owned or tenanted by someone who has died, where probate has not been granted or rent is still payable.
- Properties which nobody can live in by law.
- Properties kept empty for religious ministers.
- Properties lived in by students.

- Properties which have been repossessed.
- Properties left by someone who has become bankrupt.
- Empty caravan pitches or boat moorings.
- Empty parts of adjoining properties, which cannot be let separately.
- Properties where all the residents are under 18 years old
- Properties where all the residents are severely mentally disabled.
- An exemption may be awarded where the occupier is forced to leave their main home in Camden due to serious damage caused by external environmental factors beyond their control; and where a statutory exemption does not otherwise apply. The exemption will stop after 12 months, or when the main home is reoccupied, whichever is the soonest.

## Complaints

If you have a complaint please contact us either by phone on 020 7974 4444 or write to the address shown overleaf. Please state clearly you are making a complaint and the reasons for doing so.

## Appeals

If you have made a change to your property, or you think that your property should be placed in a higher or lower band, you should visit:

[www.gov.uk/contact-voa](http://www.gov.uk/contact-voa)  
or telephone 03000 501 501

If you appeal you must still pay this bill. The band your property is in is based on the value of your home on 1 April 1991. Any changes in value since then are not taken into account.

You may also appeal if you think that you should not be paying Council Tax. For example, because you do not own or live in the property, or because your property is exempt, or because you think the way we have worked out the bill is not correct. If you want to appeal for these or similar reasons, you must first write to us so that we can reconsider the case.

## The Adult Social Care Precept

For adult social care authorities, council tax bills show two percentage changes: one for the part of the overall change attributable to the adult social care precept, and one for the part attributable to general expenditure.

Please note that the percentage increase shown on the front represents the percentage increase caused to the total council tax and not the increase in the precept itself.

## Ways to pay

Please note that payment books are no longer issued

### Direct debit



Direct Debit is the cheapest and easiest way to pay. If you would like to pay by direct debit, please visit [www.camden.gov.uk](http://www.camden.gov.uk) and go to the Council Tax page. This will enable you to set up a direct debit on-line. Alternatively, please telephone 020 7974 6470.

### Paypoint



You can pay in cash at any shop where you see the Paypoint sign. There is no charge for this service. Please make sure you take your bill with you.



### At a Post Office

You can pay by cash, cheque or debit card at any Post Office. In order to make a payment, take this bill to any post office. Please ensure you keep your receipt as proof of payment. You need to allow at least 3 working days for the payment to reach your account. When paying in person, cheques should be made payable to "Post Office Ltd". There is no charge for this service.

### Credit / Debit card



To pay by debit or credit card visit our website ([www.camden.gov.uk/pay](http://www.camden.gov.uk/pay)) and follow the instructions on the screen. Or telephone the 24hr payment line on 020 7974 6104. Make sure you have your card and Council Tax account number handy.

### Telephone or Online Banking



Please pay to Camden Council Tax, sort code 50-30-03, bank account number 24314463, quoting your reference 63892679

The information we collect and process for administering Council Tax is used to accurately calculate your bill and apply any relevant discounts and exemptions. The information you provide may be shared with other council departments to help you access services more easily, and as set out in our Privacy Notice. We may share information with external agencies if we are required to by law or in accordance with Data Protection legislation, for the detection and prevention of fraud and crime. If you would like more information on how the council processes your personal information please see our Privacy Notice at [www.camden.gov.uk/data-protection-privacy-and-cookies](http://www.camden.gov.uk/data-protection-privacy-and-cookies).

## **Assured Shorthold Tenancy**

For use with one or more tenants occupying the whole of a flat or house, rent paid monthly.

**Dated:** 28/06/2020

**Property:** Flat 6, 9 Langtry Road, London, NW8 0AJ

**Tenant:** Elizabeth Sombrito

**Tenancy reference number:** TE1368

This agreement is intended to create an assured short hold tenancy, regulated by the provisions of the Housing Act 1988 as amended. It sets out your rights and duties as tenant of this Property, and our rights and our duties owed to you as your landlord.

It should be signed at the end by us both to confirm that we agree with it.

If there is an existing tenant in the property at the time this agreement is signed, note that this agreement is subject to vacant possession being provided by that tenant (or tenants if there is more than one). If the tenant refuses to move out, then this agreement will not take effect.

You should not sign this agreement unless you are sure you understand it. Read it carefully. If there is anything you do not understand, you should speak to a solicitor, or a reputable advice agency such as Shelter or the Citizens Advice Bureau (CAB), who will explain it to you.

**This is an important legal document and you should keep it safe.**

If anything goes wrong with your tenancy you will need it, particularly if you have to go to court.

### **Landlord's contact details**

If you need to contact us at any time, please use the contact details below (unless we tell you that these details have changed, and provide new details). Where there is an agent, the contact details will be those of the agent, and all contact should be made through the agent:

**Landlords name:** Millwood Kane Limited  
**Agent (if any):** Not applicable  
**Postal address:** 30 Preston Hill, Harrow, HA3 9SD  
**Telephone number:** 07977 553 214 or 0203 086 9282  
**Email:** tenancies@millwoodkane.com

### **Main details and definitions**

**The property:** Flat 6, 9 Langtry Road, London, NW8 0AJ

### **Extra notes:**

Referred to as the property in this agreement. This includes any garden but does not include any shared areas.

**The landlord:** Millwood Kane Limited

Referred to as we or us in this agreement (even if there is only one landlord).

Note: if the owner of the Property changes, for example if the Property is sold, or if the landlord named above dies and the Property passes to someone else, this will not change your rights and obligations under this agreement. The only difference will be that the identity of your landlord will have changed.

**Tenant:** Elizabeth Sombrito

Referred to as you or your in this agreement. Where there is more than one tenant, this refers to all of you collectively.

**Note for joint tenants:** where there is more than one tenant, you will all have what is called joint and several liability. This means that you will each be responsible for all amounts due under this agreement, not just for a share of them. So, for example, we will be entitled to claim all of any rent outstanding from just one tenant, if the other tenants have not paid their share. Where this tenancy refers to the tenant' or to you' this means all of you collectively.

Individual joint tenants cannot end their individual liability under this agreement unless we agree. This means that you will be responsible for the rent even if you are no longer living in the property. If you want to nominate a replacement tenant to take your place, this can only be done if both we and the other joint tenants agree. If a new replacement tenant is accepted, then a new tenancy agreement will need to be signed before the new tenant goes into occupation. You will continue to be responsible for the rent until this has been done.

**The fixed term:** Twelve months  
**Starting on:** 28/06/2020  
**Ending on:** 27/06/2021  
(tenant to vacate by 11.00 am)

Once this period of time has ended, you can continue to live in the Property, and your tenancy will run from month to month, starting on the day after the fixed term ends. During this time the terms and conditions set out in this agreement will still apply.

When we refer in this agreement to the fixed term, we mean the period of time given above. When we refer to the term, we mean all the time you live in the Property (which will often be longer than just the fixed term) up until one of the following occurs:

- You give notice that you want to end the agreement (see section 9 below); or
- We serve a notice on you under section 21 of the Housing Act 1988; or
- We enter into a new written agreement with you; or
- This agreement is ended by consent or a court order

**THE RENT:** £1,280.00 in advance per calendar Month.  
(subject nevertheless as hereinafter provided)

This includes an allowance of £0.00 towards bills set out in Schedule A at the end of this agreement (the bills allowance)

**The payment date:** 28th of every month

The first payment should be made by you at or before the time you sign this agreement. All subsequent payments must be paid every month in advance on the payment date. Payment should be by standing order into our bank account, details of which have been provided to you. All payments (including any payments made by cheque or internet transfer) must reach our bank by the payment date. Any cheques therefore must be given to us at least five days before the payment date.

**Our Bank details are:**

**Name of Bank:** NatWest  
**Bank Account Number:** 67672868  
**Sort Code:** 60-08-46  
**Account Name:** Millwood Kane Limited

**Please quote your tenancy reference number when paying your rent:** TE1368

**The deposit:** NIL

This is sometimes also known as a damage deposit or bond. It is a sum of money paid to us which will be returned to you if the Property is left in good condition, and provided all the rent due has been paid, when you have moved out at the end of your tenancy. We will register the deposit with one of the government authorised tenancy deposit schemes (the Tenancy Deposit Scheme) within 30 days of receiving it, as required by the Tenancy Deposit Scheme rules. For more information on the deposit see section 2 below.

#### **Other charges**

You will also be required to pay the following charges, in addition to the rent, the deposit (if any) and the general utility and similar charges set out in section 1 below:

## **Some more definitions**

### **The Inventory**

This is a list of all our possessions (e.g. fixtures and fittings) which are at the Property. It may also contain information about the condition of these possessions and the Property itself. You will be given an opportunity to check the inventory at the Property. It should then be signed and dated by us both to confirm that it is correct. A copy of the inventory should then be attached to this agreement and kept with it.

### **Fixtures and fittings**

All of our appliances and furnishings in the Property, including installations for supplying or using gas, electricity and water.

### **Shared areas**

Any parts of the building (but not the Property) which are shared by you with other people, for example this could include halls, stairways, entrances, shared gardens or landscaped areas (ie in a block of flats). Note that there may be no shared areas, for example if a Property is a house with its own garden.

### **Fair wear and tear**

This is the deterioration in the condition of the Property and its contents which occurs naturally as a result of being lived in, and used in a reasonable and legal manner. The amount of wear and tear in a property which will be considered fair, will depend on a number of factors, including the length of time the property has been lived in by the tenants, the number and age of the people allowed to live there, and whether the landlord has allowed pets and/or smoking.

### **Important note**

#### **When you are responsible for the actions of others**

You are responsible for the behaviour of everyone who lives in or visits the Property. Therefore, for example, if the Property is damaged by one of your visitors, we can claim the cost of repair from you, rather than from the visitor. It may be possible for you to claim repayment from the visitor but this is something you will have to do yourself. When this agreement says that you must do or must not do anything, this will automatically include your family, anyone else living at the property, and all visitors.

### **Terms and conditions**

Note that individual terms and conditions in sections 1 to 10 may be replaced or modified by the additional clauses (if any) set out in section 11 below.

#### **1. Payments, utilities and costs**

- 1.1 You must pay the rent at the times and in the manner set out above in full and without deduction or set off (save any that may be permissible in law).
- 1.2 You are not entitled to withhold payment of any rent or any other money due to us because you have paid a deposit.
- 1.3 If anyone other than the tenant named in this agreement pays all or part of the rent, this payment will be treated as being paid by the other person on your behalf (as your agent or representative) and we will be entitled to assume this without having to ask you.
- 1.4 You need not pay any rent for any period during which the Property is wholly uninhabitable. The amount of rent which you do not have to pay will be calculated pro-rata (for every day the Property is uninhabitable you need not pay a day's rent). Likewise if part of the Property is uninhabitable you will only be responsible for paying rent for the part of the Property you are able to use, and your rent will be reduced accordingly. This clause does not apply if the Property or part of the Property is uninhabitable because of something you did or did not do, or because you did something (or failed to do something) which invalidated our insurance policy.
- 1.5 You must pay interest at the rate of 3% per annum above the Bank of England base rate on any rent or other money which you owe to us and which remains unpaid for more than 14 days, interest to be paid from the date the payment fell due until you pay the money to us.

- 1.6 During the term you must pay [council tax, the water sewerage and environmental charges for the Property, and pay] for utility supplies used (including gas, electricity and telephone, and any standing charges and VAT) and the TV licence fee for the Property. You will also be responsible for the costs of any other similar services which relate to your use and occupation of the Property for the period of your tenancy, including any new services which may be developed after this agreement has been signed, except where clause 11 applies.
- 1.7 If you allow the supply of any utility or other service to be cut off because you have not paid what you owe or have not followed specific instructions, either during or at the end of your tenancy, you must pay any costs associated with reconnecting or continuing the service.
- 1.8 You must not change the supplier or provider of any of the services to the Property without our written consent (which we will not refuse or delay without good reason).
- 1.9 You must pay any reasonable costs and expenses (which must be reasonable both in amount and in nature) which we have been put to, where you have not carried out your responsibilities under this agreement. You must also pay any reasonable costs and expenses that we have been put to as a result of responding to any request you make for any consent or permission under this agreement.
- 1.10 If requested to do so by any utility or other similar company, note that we reserve the right to pass on to them any contact or other information we may hold about you. For example, to assist them to recover any outstanding invoices due to them.

## **2. The deposit**

(Note, if no deposit has been paid, this section will not apply.)

- 2.1 When you pay the deposit to us, we will arrange for it to be protected by an authorised Tenancy Deposit Scheme as required by the Housing Act 2004. We will give a notice to you confirming that this has been done within 30 days.
- 2.2 We will follow the rules of the tenancy deposit scheme at all times.
- 2.3 You will get the deposit back when your tenancy ends and you move out of the property, so long as you have kept all the terms and conditions set out in this agreement, and paid all the rent and bills for the property. If this is not done, then we will be entitled to claim from the deposit any unpaid rent and other payments legally due to us, reasonable compensation if you have broken any of these terms and conditions, and the reasonable cost of dealing with any damage which is not caused by fair wear and tear. Any claim we make will be subject to the rules of the Tenancy Deposit Scheme.
- 2.4 You will not be entitled to any interest payable on the deposit money, if this money is held by us.

## **3. The condition of the Property and disrepair**

### **Our responsibilities:**

- 3.1 We will make sure that the Property is in good condition at the time it is let to you, without any category 1 hazards'. This is in line with the standards set under the Housing Health and Safety Rating System, described in Part 1 of the Housing Act 2004.
- 3.2 Where appropriate, we will carry out our responsibilities under the Landlord and Tenant Act 1985 section 11, the Gas Safety (Installation and Use) Regulations 1998, and the Electrical Equipment (Safety) Regulations 1994.
- 3.3 In simple terms, our responsibilities under the Landlord and Tenant Act 1985 section 11 are to keep the following (where provided by us) in good repair and proper working order:
  - 3.3.1 The structure and exterior of the Property (including drains, gutters and external pipes)
  - 3.3.2 The installations at the Property for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and sanitary conveniences). However we will only be responsible for the fixtures, fittings and appliances for making use of the supply of gas, electricity and water, if they are owned and supplied by us
  - 3.3.3 The installations for space heating and heating water.
- 3.4 We will also keep any contents of the Property (as listed in the Inventory) which belong to us, in good repair and proper working order, fair wear and tear excepted
- 3.5 However, we will not be responsible for:

- 3.5.1 Carrying out work that you are responsible for under your duty to use the Property in a tenant-like manner';
- 3.5.2 Rebuilding or reinstating the Property if it has been destroyed by fire, storm or flood or some inevitable accident; or
- 3.5.3 Repairing or maintaining anything which belongs to you
- 3.6 If the Property is a flat or maisonette within a larger building, we will have similar obligations towards the rest of the building, but only for damage or neglect which will affect your use of the Property, and only if we are legally entitled to enter the relevant part of the larger building and carry out the necessary work or repairs.

#### **Your responsibilities**

- 3.7 You must not make any alteration or addition to the Property, or do any redecoration without our permission in writing (which we will not refuse or delay without good reason).
- 3.8 You must keep the inside of the Property, and our fixtures and fittings, in good condition, undamaged (other than by fair wear and tear), and clean and tidy.
- 3.9 You must keep any shared areas clean and fit for use by you and anyone else living in or using them.
- 3.10 You must tell us promptly about any repair that is needed, or any act of vandalism done to the Property or any fixtures or items that we are responsible for. If possible you should tell us in writing. Where you have spoken to us about the problem, you should if possible confirm this to us in writing within three days, or as soon as is reasonably practicable.
- 3.11 You will be responsible for the repair of any damage to the Property, or the shared areas, or to our fixtures and fittings, that you have caused (except for fair wear and tear), and you must refund us for any money we have to pay to repair the damage. If for any reason it is not reasonably possible to repair an item then you will be responsible for the reasonable cost of its replacement.
- 3.12 You must not block or obstruct the drains and pipes, gutters and channels in or around the Property, and you must take all reasonable steps to prevent any part of the draining and heating systems becoming frozen during the winter months. You will be responsible for paying for or refunding (as far as is reasonable) all losses we and any of your neighbours suffer as a result of your failure to follow this condition.
- 3.13 You must keep the garden (if there is one) neat and tidy and maintained to the same standard as it was in at the start of your tenancy.

#### **4. Health and safety**

(See also the section above on the condition of the Property and disrepair for our responsibilities)

- 4.1 You must not keep any dangerous or flammable goods (those that easily catch fire), materials or substances in or on the Property, apart from those needed for general household use (such as matches).
- 4.2 You must not use any form of heating other than the heating system provided by us, unless you have our written permission (which we will not refuse or delay without good reason). In particular you must not use any oil or liquid petroleum gas fires.
- 4.3 You must not smoke [inside the Property or] in any shared areas.
- 4.4 You must test all smoke alarms installed in the Property at least once a month, and replace the batteries regularly.
- 4.5 You must keep the Property free from vermin.
- 4.6 You must keep all shared areas free from obstruction.

#### **5. Using the Property**

##### **Our responsibilities:**

- 5.1 We will allow you to use and enjoy the Property during the term without interference from us or anyone acting on our behalf. However, this does not affect our right to take legal action against you to enforce our rights if you break any of the terms of this agreement. (Note - this type of clause is often called the covenant of quiet enjoyment').

### **Your responsibilities:**

- 5.2 You must not allow anyone who is not named in this agreement (apart from, where appropriate, your husband, wife or civil partner and any children of the family aged under 18) to live in or share possession or occupation of the Property with you. This does not apply to visitors but these should not normally stay at the Property for longer than three weeks, without our written permission (which we will not refuse or delay without good reason).
- 5.3 You must use the Property as a private residence only. This means that you must not carry out any profession, trade or business at the Property.
- 5.4 You must not do anything on or at the Property that:
  - 5.4.1 Causes or is likely to cause a nuisance or annoyance to anyone else living in the Property or anyone who owns or lives in nearby premises
  - 5.4.2 Is illegal or immoral
  - 5.4.3 Allows strangers unsupervised access to any shared areas which are not open to the general public.
  - 5.4.4 You will be responsible for paying (as far as is reasonable) for all losses we, and anyone else, may suffer as a result of you not following this condition.
- 5.5 You must not leave the Property empty for a continuous period of more than 30 days without telling us, either beforehand or as soon as possible in an emergency, and you must make the Property secure when you are leaving it unattended.
- 5.6 You must not keep any pet or any kind of animal at the Property unless you have our written permission (which we will not refuse or delay without good reason).

### **6. Insurance**

#### **Our responsibilities**

- 6.1 We will insure the Property and any contents that belong to us, and will make reasonable efforts to arrange to repair any damage caused by an insured risk as soon as possible. We will give you a copy of our insurance policy, or an extract of the relevant parts

#### **Your responsibilities**

- 6.2 You must not do anything on or at the Property that will in any way affect the insurance of the Property and its contents, or which will increase the premium that we have to pay. If you do not follow this clause you will have to repay to us, for the period of time you are living at the Property, any extra amount we have to pay for our insurance premium, which is due to your conduct or the conduct of anyone you have allowed to live at or visit the Property.
- 6.3 You should insure your own belongings. You will be responsible for arranging and paying the premiums for any insurance cover for your personal belongings.
- 6.4 If repairs are required you have to allow the maintenance contractors access during working hours. Failure to do so will result in you being charged for any additional costs for not providing access and for persons having to be called out, out of hours for maintenance.

### **7. Landlords inspections and keys**

- 7.1 You must allow us, or our agent (if any) or anyone with our permission in writing, to enter the Property at reasonable times of the day to inspect its condition and state of repair, carry out any necessary repairs and gas inspections, or show the Property to interested tenants or buyers, as long as we have given you at least 24 hours' notice in writing beforehand (except in an emergency).
- 7.2 We are however entitled to visit and inspect any shared areas without giving you any prior notice, provided our visit is for a lawful reason.
- 7.3 We are entitled to keep keys for all the doors to the Property, but we are not entitled to use them to enter the property without your permission (unless it is an emergency).
- 7.4 If you do not return all the keys at the end of your tenancy, we will charge you the reasonable cost of having new locks fitted and keys cut.
- 7.5 Locks cannot be added or replaced without consent and without submitting a spare set to the landlords.

## **8. Notices, post and documents**

- 8.1 This clause formally notifies you, under section 48 of the Landlord and Tenant Act 1987, which you should serve any notices (including notices in legal proceedings) on us at the address we give at the start of this agreement.
- 8.2 You must tell us promptly about any notice or order received by you that affects the Property.
- 8.3 You must forward to us promptly all post received at the property which is addressed to us. If you receive any other post which is not addressed you, please let us know.
- 8.4 Any notices or other documents, including any court claim forms in legal proceedings, will be properly served on you during your tenancy by being personally served on you, or by being either left at the Property or sent to you at the Property by recorded delivery.

Notices served personally on you will be deemed served at the time of service, if they are left at the property on a business day before 4.30 pm they will be deemed served on that day, otherwise they will be deemed served on the next business day. Notices served by recorded delivery will be deemed served on the second day after posting.

- 8.5 If you have signed to confirm that you consent to service upon you by email at your email address then if any notice or document is sent before 4.30 pm on a business day it will be deemed served on that day. Otherwise it will be deemed served on the next business day after that day.

## **9. Ending or transferring this agreement**

- 9.1 You must not transfer ownership of (assign) this tenancy, or sublet it, or borrow any money on the security of the Property or your tenancy.
- 9.2 You cannot normally end this agreement before the end of the fixed term. However, after the first three months of the fixed term, if you can find another suitable tenant to replace you (the new tenant), and if we approve the new tenant (we will not refuse or delay our approval without good reason), you can give written notice to end the tenancy not less than one month from the date that we give our approval. At the end of this notice period, the tenancy will end as long as:
  - 9.2.1 You have paid all the rent to the end of your notice period, together with any other money, legally due to us in respect of your tenancy
  - 9.2.2 You have refunded to us our reasonable expenses when granting the new tenancy, such as getting references and providing a tenancy agreement, and
  - 9.2.3 The new tenant has signed a tenancy agreement with us for a period of either six months or for a period which is equal to the rest of your fixed term. However if this is not done you will remain responsible for the rent until the end of the fixed term, even though you may no longer be living at the Property.
- 9.3 If you stay on after the end of your fixed term, your tenancy will be converted into a monthly tenancy which will run from month to month, starting on the day after your fixed term ended (this is called a **periodic tenancy**). You can end this periodic tenancy at any time by giving us not less than one month notice in writing, starting on the next payment date.
- 9.4 If you do not pay the rent (or any part) within 21 days of the payment date (whether we have formally demanded it or not), or if you do not carry out your obligations under this agreement, or if any of the circumstances mentioned in grounds 2, 8 or 10 to 15 or 17 of part II of schedule 2, and in schedule 2A of the Housing Act 1988 arise, we can repossess the Property and end your tenancy, as long as we follow the proper legal procedure. We keep all our other rights as far as your responsibilities under this agreement are concerned.

Note: if anyone lives at the Property or if the tenancy is an assured or an assured shorthold tenancy under the Housing Act 1988, we cannot repossess the Property without a court order. This clause does not affect your rights under the Protection from Eviction Act 1977.

- 9.5 If the property is completely destroyed or becomes uninhabitable (for example due to fire or flood), then this agreement will end. However this does not affect the right of either of us to claim against the other in respect of something which happened or did not happen before this agreement ended, or our right to claim against you if the Property was destroyed or becomes uninhabitable because you did not follow or comply with your obligations under this agreement.



## 10. Leaving the Property

- 10.1 During the last month of the fixed term (and not later than fourteen days before the end of the fixed term), you must tell us whether you intend to stay in the Property or leave at the end of the fixed term. This is to allow us time to make all necessary arrangements for receiving the property back such as arranging for a check out meeting and finding a replacement tenant. You will be responsible for refunding to us any additional expenses which we may incur as a result of your breach of this clause. This clause does not affect your legal rights.
- 10.2 Before you leave, you must, if appropriate, tell all utility companies and arrange for final meter readings. If you are responsible for any unpaid debts or court judgments registered against the Property, you must do what is necessary to make sure that these are no longer registered against the Property. If you do not follow this clause, you will be responsible for paying our reasonable costs and expenses that may result from this.
- 10.3 You must leave the Property and its contents clean and tidy and in the same condition that they were in at the beginning of the term, with all items on the inventory (if any) in the same rooms that they were in at the start of your tenancy. However, you will not be responsible for any damage caused by fair wear and tear, or for the cost of any damage covered by our insurance policy.
- 10.4 You must give us a forwarding address and telephone number before you leave the Property.
- 10.5 You must remove all rubbish and all personal items (including your own furniture and equipment) from the Property and return all the keys for the Property (together with any identifying key fobs) to us by 11.00 am (or the time given with the fixed term information at the start of this agreement, if this is different) on the last day of the tenancy. If you wish to vacate later than the stated time, you should get our permission in writing, which we will not refuse without good reason.
- 10.6 If you leave any personal items in the Property (the items) at the end of your tenancy, the following will apply:
- 10.6.1 We will send you a notice in writing asking you to remove them.
- 10.6.2 This notice will be sent to the forwarding address given to us by you, and will be either delivered by hand or sent by recorded delivery.
- 10.6.3 If the items are not removed within 14 days of this notice being sent or delivered to you, or if you have not provided us with any forwarding address, we will be entitled to sell or otherwise dispose of the items.
- 10.6.4 You will be responsible for paying our reasonable costs for removing, storing and disposing of the items. We may deduct these costs from the sale proceeds (if any) of the items, and you will be responsible for paying any balance to us. Any net sale proceeds will belong to you.

## 11. Additional clauses:

### Broadband

- 11.1.1 Please note that on occasion the broadband is provided as a gesture of good will and does not form part of your rent payment.
- 11.1.2 You must not upload or download any illegal content.
- 11.1.3 This internet connection is for personal use only and that you should not depend on this for work purposes.
- 11.1.4 Such broadband services if provided, can be withdrawn without notice.

### 11.2 Certain day to day expenses are payable as follows:

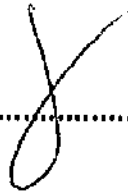
Electricity:	Paid by tenant	Water:	Paid by landlord
Gas:	N/A	Council tax:	Paid by tenant

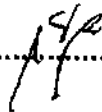
Schedule A

Signed as a Deed:

Our signature (landlord):

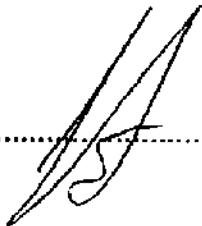
Your signature (tenant):

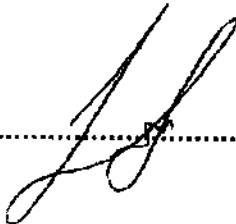
  
.....

  
.....

\*Signed in the presence of:

\*Signed in the presence of:

  
.....

  
.....

\*Name and address of witness:

\*Name and address of witness:

.....PETRU LUCUTA.....  
.....30 PRESTON HILL.....  
.....HARLOW, HA3 9SD.....

.....PETRU LUCUTA.....  
.....30 PRESTON HILL.....  
.....HARLOW, HA3 9SD.....



## Council Tax Enquiry Form

FIRST LIGHT PROPERTIES LIMITED  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
HARROW  
MIDDLESEX  
HA3 9SD

Issue Date: 12/08/2020  
Account Ref Number: 83892679  
Property Ref Number: 5119650  
Re: FLAT 6  
9 LANGTRY ROAD  
LONDON  
NW8 0AJ

PLEASE FULLY COMPLETE AND RETURN WITHIN 3 WEEKS. IF YOU DON'T YOU COULD BE FINED £70.

Information you supply is used to decide which adult(s) should pay the Council Tax bill. Request made under the provisions of Regulations 3 and 12 of the Council Tax (Administration and Enforcement) Regulations 1992.

### Occupier Details:

If you are the tenant(s), date tenancy started:  
(List tenant details overleaf)

Contact Details:

Tel:

Email:

Correspondence address, if different to above:

Previous Address, if you lived in Camden:

Previous Council Tax Account Number:

### Owner/Landlord Details:

Name and Correspondence address:

Contact Details:

Tel:

Email:

If you are the owner, date you took possession:

Date you moved in (if applicable):

### Managing Agent Details:

Name and Correspondence address:

Contact Details:

Tel:

Email:

The information you provide in this part of the form will be used to decide whether you are entitled to a discount/exemption. **Please note that discounts for single adult occupiers or discounts/exemptions for empty properties will only be granted from the date of application.**

**Unoccupied Properties – Is the property**

Furnished? YES/NO  
 \*Unfurnished? YES/NO  
 \*Uninhabitable (in need of or undergoing major repair/alteration) YES/NO

**\*A Council Tax Inspector will visit the property to verify its status.**

**Occupied Properties – Please list ALL residents over 17 years old**

Including you, how many people age 17 or over live in the property?

How many of you are FULL TIME STUDENTS?

Name	Birth day If 17 years of age	Date Moved In	STATUS Enter Number from list below	What is your status? eg Owner, Tenant or Other (specify Spouse/Partner, Son, Daughter etc)

**Number Status**

- 804.Sole Adult Occupier of the Property (25% Discount Entitlement)
- 805.Full Time Student: A CURRENT CERTIFICATE OF FULL TIME ATTENDANCE MUST BE ATTACHED FOR EACH RESIDENT WHO IS A FULL TIME STUDENT. Certificates of enrolment or student cards are not valid for Council Tax purposes.
- 806.Carer
- 807.Disabled and property structurally adapted or wheelchair used Indoors
- 808.Living in a care home
- 809.Long stay hospital patient - please provide/give details
- 810.Apprentice
- 811.Foreign Language Assistant
- 812.Member of Visiting Forces
- 813.In detention (except for non payment of council tax)
- 814.Severely Mentally Impaired

Full details can be downloaded from Camden’s website: [www.camden.gov.uk](http://www.camden.gov.uk). You can get an application form by: telephoning 020 7974 6470, sending an email to [revenues@camden.gov.uk](mailto:revenues@camden.gov.uk) or by writing to the address overleaf with the full details of your case.

**DECLARATION:** The information given on this form is correct.

I am aware that a penalty of £70 may be imposed under the following circumstances:-

1. If I fail to return this form or knowingly supply incorrect information. Reg.3 LGFA 1992 (SI 1992/613)
2. If I fail to notify the Council Tax Division immediately if there is a change to the number and/status of the residents in this property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATA PROTECTION DISCLOSURE STATEMENT: Information supplied to us may be disclosed to other Council Departments or to other Local or Central agencies where allowed or required by Law.**

# COUNCIL TAX AND BUSINESS RATES SERVICE

PO Box 785, Redhill, RH1 9JB



Telephone: 020 7974 6470 - Lines open 8am to 6pm, Monday to Friday

Email: [revenues@camden.gov.uk](mailto:revenues@camden.gov.uk)

24 hour telephone payment line: 020 7974 6104

Pay online at [www.camden.gov.uk/pay](http://www.camden.gov.uk/pay)

General Data Protection Regulation and Data Protection Act 2018: We may share the information you give us with other council departments and other local or central agencies if the law allows this. Please see the footnote on the reverse of this bill for more details.

Date of Issue: 13/08/20

Account Ref: 83892679

Property Address:

FLAT 6  
9 LANGTRY ROAD  
LONDON  
NW8 0AJ

FIRST LIGHT PROPERTIES LIMITED  
C/O MILLWOOD KANE LTD  
30 PRESTON HILL  
HARROW  
MIDDLESEX  
HA3 9SD

Reason for Bill: New account created

## COUNCIL TAX FOR FINANCIAL YEAR 2020/2021

Property Band: C

	% change	
London Borough of Camden general expenditure	2.0%	£1047.56
London Borough of Camden adult social care precept	2.0%	£100.33
Greater London Authority	3.6%	£295.17
Annual Charge for Period	3.9%	£1443.06

Council Tax for period 20/06/20 to 31/03/21	£1126.77
0% relief class B property unoccupied but furnished	£0.00
<b>Total charge for this period:</b>	<b>£1126.77</b>

TOTAL DUE: **£1126.77**

This Bill is payable by instalments as follows:

Date Due	Amount Due	Date Due	Amount Due
01/12/2020	£186.77	01/03/2021	£188.00
01/01/2021	£188.00		
01/02/2021	£188.00		
01/03/2021	£188.00		
01/03/2021	£188.00		

POST OFFICE/PAYPOINT BARCODE



9826 0054 1800 0083 8926 7908

For more financial information about your council tax and how it is spent, please visit [www.camden.gov.uk](http://www.camden.gov.uk) You can request a hard copy of this information free of charge.

Please see over the page for details of how to pay.

# You may be able to reduce your Council Tax Bill.

Please read these notes carefully because discounts and exemptions will only be awarded from the date you apply or within 21 days of your first bill.

## Council Tax valuation bands

Council Tax is charged on most properties. Each property belongs in one of eight bands depending on its value on 1 April 1991.

Valuation Range of values

band	Range of values
A	Up to and including £40,000
B	£40,001 to £52,000
C	£52,001 to £68,000
D	£68,001 to £98,000
E	£98,001 to £120,000
F	£120,001 to £160,000
G	£160,001 to £320,000
H	More than £320,000

The band which applies to your home is shown over the page.

## Discounts

The basic council tax charge covers two adults aged 18 or over living in the property. The following discounts can be applied for:

- If you are the only person living in the property, a 25% discount
- If another person lives with you who is, for example, a student, a 25% discount. A full list of people who are disregarded can be found at [www.camden.gov.uk](http://www.camden.gov.uk)
- If nobody lives in your property and it is empty of furniture, a 100% discount may apply for the first month, before reverting to the full tax.
- If the property is empty of furniture and undergoing structural alterations or in need of repair, a 25% discount can be applied for one year.
- Annexes, which are used by the occupier of the main house as part of the main home, or annexes, which are occupied by a relative of the person living in the main house will be entitled to a 50 percent reduction in the Council Tax payable on the annexe.

The discounts above will normally only run from the date you apply. If you receive a discount and your circumstances change, you must tell us within 21 days, other wise you may have to pay a penalty of £70.00

## People with disabilities

If you or any member of your household is disabled and part or all of your home has been adapted because of this, you can claim disability relief. If your claim is successful, we will reduce your bill to one in the band below yours.

## Council Tax Premium

If nobody lives in your property and it has been empty of furniture for 2-5 years, a premium of 100% council tax is payable in addition to the normal tax. For over 5 years a premium of 200% is payable.

## Council Tax Support Scheme

Council tax support can help with all or some of your council tax. Whether you will get council tax support depends on the amount of council tax you have to pay, your household circumstances and the circumstances of adults living with you. You should apply straight away because we might only be able to award council tax support from the date we receive your claim. You can get more information by calling 020 7974 4444 Option 3.

## Specific Reductions

The Council has the power to reduce the amount due on an individual council tax bill under Section 13A of the Local Government Finance Act 1992, in certain exceptional circumstances. If you have had a change in your council tax support because of the new scheme above, you can apply for this on the council tax discounts and exemptions web page.

## Exempt properties

Council Tax is not charged on certain properties. These are known as 'exempt properties' and include the following:

- student halls of residence and properties only lived in only by students;
- Ministry of Defence barracks and married quarters;
- accommodation for visiting forces;
- properties lived in by foreign diplomats who would pay Council Tax;
- parts of properties lived in by the elderly or disabled relatives of those living in the rest of the property (eg. a granny flat);
- Foster carers and family and friends carers are entitled to an exemption. If you are registered with Camden this will show on your bill automatically.
- Care leavers liable for council tax and registered with Camden are entitled to exemption up to age 25.
- Properties lived in by people who are now in prison, hospital or a home, or receiving or providing care elsewhere.
- Property owned or tenanted by someone who has died, where probate has not been granted or rent is still payable.
- Properties which nobody can live in by law.
- Properties kept empty for religious ministers.
- Properties lived in by students.

- Properties which have been repossessed.
- Properties left by someone who has become bankrupt.
- Empty caravan pitches or boat moorings.
- Empty parts of adjoining properties, which cannot be let separately.
- Properties where all the residents are under 18 years old
- Properties where all the residents are severely mentally disabled.
- An exemption may be awarded where the occupier is forced to leave their main home in Camden due to serious damage caused by external environmental factors beyond their control; and where a statutory exemption does not otherwise apply. The exemption will stop after 12 months, or when the main home is reoccupied, whichever is the soonest.

## Complaints

If you have a complaint please contact us either by phone on 020 7974 4444 or write to the address shown overleaf. Please state clearly you are making a complaint and the reasons for doing so.

## Appeals

If you have made a change to your property, or you think that your property should be placed in a higher or lower band, you should visit:

[www.gov.uk/contact-voa](http://www.gov.uk/contact-voa)  
or telephone 03000 501 501

If you appeal you must still pay this bill. The band your property is in is based on the value of your home on 1 April 1991. Any changes in value since then are not taken into account.

You may also appeal if you think that you should not be paying Council Tax. For example, because you do not own or live in the property, or because your property is exempt, or because you think the way we have worked out the bill is not correct. If you want to appeal for these or similar reasons, you must first write to us so that we can reconsider the case.

## The Adult Social Care Precept

For adult social care authorities, council tax bills show two percentage changes: one for the part of the overall change attributable to the adult social care precept, and one for the part attributable to general expenditure.

Please note that the percentage increase shown on the front represents the percentage increase caused to the total council tax and not the increase in the precept itself.

## Ways to pay

Please note that payment books are no longer issued

### Direct debit



Direct Debit is the cheapest and easiest way to pay. If you would like to pay by direct debit, please visit [www.camden.gov.uk](http://www.camden.gov.uk) and go to the Council Tax page. This will enable you to set up a direct debit on-line. Alternatively, please telephone 020 7974 6470.

### Paypoint



You can pay in cash at any shop where you see the Paypoint sign. There is no charge for this service. Please make sure you take your bill with you.



### At a Post Office

You can pay by cash, cheque or debit card at any Post Office. In order to make a payment, take this bill to any post office. Please ensure you keep your receipt as proof of payment. You need to allow at least 3 working days for the payment to reach your account. When paying in person, cheques should be made payable to "Post Office Ltd". There is no charge for this service.

### Credit / Debit card



To pay by debit or credit card visit our website ([www.camden.gov.uk/pay](http://www.camden.gov.uk/pay)) and follow the instructions on the screen. Or telephone the 24hr payment line on 020 7974 6104. Make sure you have your card and Council Tax account number handy.

### Telephone or Online Banking



Please pay to Camden Council Tax, sort code 50-30-03, bank account number 24314463, quoting your reference 83892679

The information we collect and process for administering Council Tax is used to accurately calculate your bill and apply any relevant discounts and exemptions. The information you provide may be shared with other council departments to help you access services more easily, and as set out in our Privacy Notice. We may share information with external agencies if we are required to by law or in accordance with Data Protection legislation, for the detection and prevention of fraud and crime. If you would like more information on how the council processes your personal information please see our Privacy Notice at [www.camden.gov.uk/data-protection-privacy-and-cookies](http://www.camden.gov.uk/data-protection-privacy-and-cookies).



30 Preston Hill  
Harrow  
Middlesex  
HA3 9SD  
Tel: 0203 086 9282  
Fax: 0203 006 8975

18<sup>th</sup> August 2020

Camden Town Hall,  
Judd Street,  
London,  
WC1H 8NH

Dear Sir or Madam.

**RE: Council Tax Account No: 83892679**  
**Address: Flat 6, 9 Langtry Road, London, NW8 0AJ**

Please find enclosed the issued council tax demand and the related tenancy agreement of the above-mentioned property.

The name of the actual tenant is **Elizabeth Sombrito** and she took occupation on the 28<sup>th</sup> June 2020 and she still lives at the same address.

I would be most grateful if you could amend your records and the related council tax bill accordingly.

Our correspondence address:  
30 Preston Hill, Harrow, Middlesex, HA3 9SD.

Yours faithfully,

A handwritten signature in black ink, appearing to be the name 'Elizabeth Sombrito', written in a cursive style.

For and on behalf of:  
Millwood Kane Limited

## Alex @ Millwood Kane

---

**From:** Alex @ Millwood Kane  
**Sent:** 18 August 2020 10:54  
**To:** revenues@camden.gov.uk  
**Subject:** RE: Council Tax Account No: 83892679, Address: Flat 6, 9 Langtry Road, London, NW8 0AJ  
**Attachments:** 2020.08.13 - COUNCIL TAX FLAT 6 LANGTRY - £1126-77.pdf; 2020.08.18 - Langtry F11 - Cover Letter - Camden.pdf; 2020.06.28 - TENANCY AGREEMENT FLAT 6 LANGTRY ELISABETH.pdf

Dear Sir or Madam.

**RE: Council Tax Account No: 83892679**  
**Address: Flat 6, 9 Langtry Road, London, NW8 0AJ**

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The name of the actual tenant is **Elizabeth Sombrito** and she took occupation on the 28<sup>th</sup> June 2020 and she still lives at the same address.


I would be most grateful if you could amend your records and the related council tax bill accordingly.

Our correspondence address:  
30 Preston Hill, Harrow, Middlesex, HA3 9SD.

Yours faithfully,  
Alex

For and on behalf of:  
**MILLWOOD KANE LTD**  
30 Preston Hill, Kenton, Harrow, Middlesex, HA3 9SD, UK  
Tel: 0203 086 9282 / Fax: 0203 086 8975  
Website: [www.millwoodkane.com](http://www.millwoodkane.com)

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 Before printing, think about the environment







## Make a payment or transfer

The money will leave your account immediately and the funds should normally reach the payee's account today. Note that payments to credit cards or newly added payees can take longer.

Your payment has been arranged

### Payment confirmation

From

**MILLWOOD KANE LTD 67672868**

To

**LONDON BOROUGH OF CAMDEN**

Sort code

**50-30-03**

Account number

**24314463**

Payment reference

**83892679**

Amount

**£31.63**

Payment date

**8 Dec 2020**

The balance of your account is now **£148,719.58**

National Westminster Bank Plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and the Financial Conduct Authority and the Prudential Regulation Authority.



