

## APPENDIX 4: Template letter and questionnaire

### Name of Directorate

Regulatory Services and Community Safety

Private Sector Safety Team

[www.oxford.gov.uk](http://www.oxford.gov.uk)

### To contact us please use,

Ref: NHB/MMMP

Tel: 01865 252280

Email: [mmutch@oxford.gov.uk](mailto:mmutch@oxford.gov.uk)



31 March 2022

Dear Sir/Madam

### Address:

### Subject: Request for information regarding occupancy status.

I am writing to you in respect of the above property. The Council has it on record that your property is unoccupied. It may be that our records are not up to date and that your property is in fact occupied. Responding to this letter will ensure we have up to date records in respect of the occupancy status of your property.

### Why have I been sent a letter?

Oxford City has a severe housing shortage. With over 3000 households on the Council's housing register and according to local letting agents, waiting lists for rental properties, it is in the interest of the community of Oxford to ensure empty dwellings do not remain so. Whilst it is not the intention of the Council to contact owners of empty dwellings unnecessarily, it is an important part of the council's commitment to ensure no dwelling remains empty without good reason.

The Council also has a legal duty to maintain accurate records for billing and collection of Council Tax. You must tell the Council if the property is occupied or not. If we do not receive a response to this letter, an inspection of the property will be necessary. Your cooperation will enable the Council to have up to date information in respect of your property and therefore enable accurate council tax charge to be applied. The Council will charge an additional premium of 100% on dwellings recorded as being empty for over 2 years.

***Please be aware that providing inaccurate or false information may lead to a penalty of £70, under Schedule 3 of the Local Government Finance Act 1992. Repeat offences may lead to a penalty of £280.***

**If you do not contact me and our records continue to identify your property as unoccupied the council will contact you again.**

In most instances owners bring empty dwellings back into use voluntarily, however some owners are unable or unwilling to do so. It is important that you are made aware of how a local authority can deal with an empty dwelling if it considers it will remain empty without intervention.

If it is considered that a dwelling will remain unoccupied without intervention, the Council may apply for an Empty Dwelling Management Order (EDMO) under the Housing Act 2004. If the Council is successful in obtaining the Order, it can take over the running of the property and bring it back into use by force. Alternatively and where appropriate, the Council may consider compulsorily purchasing your property in order to ensure it is occupied.

If I have written to you before and you have responded with information about your property, I would ask that you still complete the attached questionnaire so that we have an update on your property and any intentions you have to bring it back into use.

Please complete the attached questionnaire and return it to me at your earliest convenience. I have enclosed a prepaid return envelope for your convenience

Thank you in anticipation of your response.

**Yours faithfully,**



Melanie Mutch  
Empty Property Officer

# Empty Dwelling Questionnaire REF: 600963620

**SECTION A - The property is now occupied: Please enter all occupiers aged 18 years and over.**

Occupier(s) Name(s) PRINT NAME(S)			Tenancy/ Ownership Start Date			Move In Date			Relationship to Property (Owner/Tenant / Other)
Title	Forename	Surname	(DD)	(MM)	(YY)	(DD)	(MM)	(YY)	

Occupier Details		Landlord/Agent Details (if Rented)	
		Name	
Daytime Telephone Number		Contact Telephone Number	
e-mail address		Contact e-mail address	
Previous Address		Correspondence Address	
Postcode		Postcode	

If the property is rented is it let furnished? (Please tick)  YES  NO

Unfurnished

## SECTION B – The property remains unoccupied

DECLARATION: I declare that the property is still unoccupied. Please note, we may contact you to discuss the information you provide, please provide your contact details below for this purpose.

Name		Home Telephone	
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		<b>Number</b>	
<b>Residential Address</b>		<b>Mobile Telephone Number</b>	
		<b>Work Telephone Number</b>	
		<b>E-mail Address</b>	
<b>Postcode</b>			
<b>Relationship to the Property</b>			

**If your property remains unoccupied please confirm the unoccupied status of the property and the expected date of occupancy if known:**

<b>Unoccupied Status (please tick)</b>		<b>Expected Date of Occupancy if Known</b>
<b>Property for sale</b>		
<b>Property to let</b>		
<b>Property sold</b>		
<b>Property under renovation</b>		
<b>Other Please State Reason</b>		

**SECTION C – Declaration:** I confirm that the information I have provided in this form is correct to the best of my knowledge.

<b>Signature</b>		<b>Print Name</b>	
<b>Date (DD/MM/YY)</b>	/ /		