



This form must be completed by the property owner, or their agent.

Part 1 – Relevant Property Details

Property Number: _____ Customer Number: _____
These numbers can be found on your Rates Demand

Address of Property: _____

Eircode:

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Part 2 – Nature of Transaction

Note: Parts 1, 2, 3, 4 and 10 of this form to be completed in all cases

Transaction Type *(please tick one of the boxes below):*

- | | | |
|--------------------------|--------------------------|--|
| Sale | <input type="checkbox"/> | Please also complete part 5 |
| Lease/Sublease/Licence | <input type="checkbox"/> | Please also complete part 6 |
| Receivership/Liquidation | <input type="checkbox"/> | Please also complete part 7 |
| Other (please state) | <input type="checkbox"/> | Please also complete parts 8 or 9 |

Date of Transaction:

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

Part 3 – Owner Prior to Transaction

Legal Name: _____

Trading Name *(if different)*: _____

Correspondence Address: _____

If different from property address

Eircode:

--	--	--	--	--	--	--	--	--	--	--	--

Company Reg/Tax Ref No.

--	--	--	--	--	--	--	--	--	--	--	--

Contact Name: _____

Position: _____

Email Address: _____

Telephone Number: _____

Part 4 – Occupier Prior to Transaction (if different to Part 3)

Legal Name: _____

Trading Name *(if different):* _____

Correspondence Address: _____

*If different from
property address* _____

Eircode:

--	--	--	--	--	--	--	--	--	--	--

Company Reg/Tax Ref No.

--	--	--	--	--	--	--	--	--	--	--

Contact Name: _____

Position: _____

Email Address: _____

Telephone Number: _____

Period of Occupation:

Period From:

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

Period To:

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

Forwarding Address: _____

Part 5 – New Owner Details (if property was sold)

Owner

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Owner and Occupier:

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Legal Name: _____

Trading Name *(if different):* _____

Correspondence Address: _____

*If different from
property address* _____

Eircode:

--	--	--	--	--	--	--	--	--	--	--

Company Reg/Tax Ref No.

--	--	--	--	--	--	--	--	--	--	--

Contact Name: _____

Position: _____

Email Address: _____

Telephone Number: _____

Part 6 – New Occupier Details

Type: Lease Sublease Licence

Date of Lease/Sublease/Licence:

Period from:

d	d	/	m	m	/	y	y	y	y
d	d	/	m	m	/	y	y	y	y

Period to:

Legal Name:

Trading Name (if different):

Correspondence Address:

*If different from
property address*

Eircode:

--	--	--	--	--	--	--	--	--	--	--

Company Reg/Tax Ref No.

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Contact Name:

Position:

Email Address:

Telephone Number:

Brief Description of Business Activity:

Part 7 – Receiver/Liquidator Details

Type: Receivership Liquidation

Date of Appointment:

d	d	/	m	m	/	y	y	y	y
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Legal Name:

Trading Name (if different):

Correspondence Address:

Eircode:

--	--	--	--	--	--	--	--	--	--	--

Contact Name:

Position:

Email Address:

Telephone Number:

Part 8 – Where the property has become vacant

Date property became vacant:

d	d	/	m	m	/	y	y	y	y
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Is the property advertised?: Yes No

Auctioneer/Letting Agent: _____

Part 9 – Where the property is vacant for redevelopment/refurbishment

Date property became vacant:

d	d	/	m	m	/	y	y	y	y
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Planning Reference (if any): _____

Planned Date of Completion:

d	d	/	m	m	/	y	y	y	y
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Part 10 - 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 of the Local Government Rates and Other Matters Act 2019.

I declare that the details furnished above are true, accurate 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: _____

Please return completed and signed form to:

Kildare County Council
Rates Section
Áras Chill Dara
Devoy Park
Naas
Co Kildare
W91 X77F

Email: rates@kildarecoco.ie

Kildare County Council's Privacy Statement for Commercial Rates can be viewed on our website at:
<https://kildare.ie/countycouncil/Forms/Finance/>