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| **Application for Credit of Rates on Vacant/Refurbishment Premises** |

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| **Customer Number:** |  |
| **Rate Account Number:** |  |
| **Property Address:** |  |
| **Applicant Details – Mandatory** |
| **Applicant Name** |  |
| **Applicant Address 1** |  |
| **Applicant Address 2** |  |
| **Applicant Address 3** |  |
|  |  |
| **Applicant Address 4** |  |
| **Email:** |  |
| **Phone:** |  |
| **Owner Details – Mandatory** |
| **Customer Number** |  |
| **Owner Name** |  |
| **Owner Address 1** |  |
| **Owner Address 2** |  |
| **Owner Address 3** |  |
| **Owner Address 4** |  |
| **Email:** |  |
| **Phone:** |  |
| **Period of Vacancy – Mandatory** |
| **From:** |  / / |
| **To:** |  / / |
| **Reason for Vacancy:** |  |
| **Is Premises Part Vacant** | **Yes/No** |
| **Provide Measurement of Vacant Area (which may be verified)** |  |

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| **Is Premises Currently Occupied?** | **Yes/No** |
| **If Yes, please provide details** |  |

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| N.B.: If the premises is currently occupied the Rates Section must be notified in writing within 2 weeks of the date of transfer of the property. Notification must include the address and contact details of the new tenant/owner and the date they took occupation. This information may need to be verified by the Rates Department. Change of Occupier forms available for download at [www.sdcc.ie/en/services/business/commercial-rates/](http://www.sdcc.ie/en/services/business/commercial-rates/) or by emailing ratesdept@sdublincoco.ie.It is the duty of the owner or occupier transferring the property to discharge all rates for which they are liable at the date of transfer of the property. The new occupier becomes liable for Rates from the date of sale/occupation as applicable.**The application must include** 1. **Letter from estate agent/solicitor outlining periods of vacancy and availability for letting during vacancy period OR evidence of refurbishment (letter from contractor, invoices, receipts etc.,)**
2. **Relevant payment of rates due for the period of vacancy which is 25% for 2018, 50% for years 2019 to 2023 and 75% for 2024. Applications without relevant payment will not be considered. Any queries on calculations of rates due can be made to** **ratesdept@sdubincoco.ie**

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**Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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