

ONLY DETAILS FOR ONE PROPERTY SHOULD BE ENTERED ONTO THIS FORM. FOR
ADDITIONAL PROPERTIES PLEASE USE ADDITIONAL COPIES OF THE FORM.

Centralised Landlord Team
Land & Property Services
Londonderry House
21-27 Chichester Street
TOWN PARKS
Belfast
BT1 4JB

Date:

Dear Sir/Madam,

(Tick as appropriate)

I hereby request that the property outlined below is included on my existing
schedule under the reference numbers:

Ratepayer ID: _____

Account ID: _____

I am a new landlord and as such do not have a schedule, but request that one
is set up for me for the property outlined below.

I have enclosed a full copy of the tenancy agreement and understand that no
application for landlord status will be considered without a copy of the relevant
tenancy agreement being produced to the Land & Property Services.

Property Address: _____

_____ Postcode: _____

Landlord/Agent Contact Number: _____ (Home/Office)

_____ (Mobile)

This property is to be included on my schedule from ___/___/____.

Signed,

Signature: _____

Print Name: _____
Owner/Authorised Signatory