

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

Date:

Ratepayer Number:  
Property Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Contact Number:

Dear Sir/Madam,

I hereby request that the above property is included on my existing schedule/I am a new landlord and as such do not have a schedule (delete as appropriate).  
This property is to be included from       /      /      .

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.

Signed

Owner/Authorised Signatory