

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

Date:

Dear Sir/Madam,

I, _____ owner/authorised agent (delete as appropriate) hereby confirm that the property as detailed below became vacant on ___/___/_____ and has been **untenanted and unfurnished** from this date. I wish to request an exemption from rates for this property from the above date.

I acknowledge that this request will be assessed individually on its merits and that an inspection of the property by a Land & Property Services official may be required before any vacancy is granted.

If the request for an inspection by the Land & Property Services Official is refused then the application for exemption from rates will be declined.

If an inspection takes place, I accept that I may be requested to sign confirmation that the inspection has taken place and that an inventory of furniture (if any) will be taken and its condition recorded.

I understand that I am still liable for and should continue to pay rates on the property until the vacancy is assessed.

I understand that any claims for periods of vacancy when the property is tenanted and/or furnished will be treated as fraudulent and may result in further action being taken e.g. landlord status being removed for all my properties.

Account ID: _____

Property ID: _____

Property Address: _____

_____ Postcode: _____

Contact Number: _____ (Mobile)

_____ (Home/Office)

Signed,

Signature: _____

Print Name: _____

Owner/Authorised Signatory