

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

Date:

Occupancy ID:
Property Address:
Contact Number:

I (owner/authorised agent) hereby confirm that the above property 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 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.

Signed

Owner/Authorised Signatory