

LPS CHANGE OF DETAILS FORM



WHEN TO COMPLETE THIS FORM



If any of the details on your bill are incorrect. This includes:

- Your personal details are wrong
- The address is wrong
- You have moved out of the property

You must complete sections 1 and 2 and all other sections that apply to you. Sign and return this form in the Freepost envelope provided.

Or send to:

Freepost RSGL – ZXYH – RHZK
Land & Property Services
BELFAST, BT1 4JB

SECTION 1 – TELL US ABOUT YOUR STATUS (required)

Property status

- Domestic (residential)
 Business (non-domestic)

Your status: Please tick all boxes that apply.

- Owner
 Occupier (currently occupy/live in the property)
 Landlord
 Tenant

SECTION 2 – BILL REFERENCES (required)

You can find these numbers on the upper right corner of your rate bill.

Occupancy ID

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Ratepayer ID

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SECTION 3 – UPDATE INCORRECT DETAILS

Please tick all those that apply to you and add correct information in boxes provided.

First name is incorrect. Should read:

Surname is incorrect. Should read:

Address is incorrect. Should read:

Postcode

SECTION 4 – RECENTLY MOVED PROPERTY

Please complete this section if you have recently moved out of this property.

Date you moved out: (DD/MM/YYYY)

New address

Postcode

Date you moved into the new address: (DD/MM/YYYY)

Please tell us the name and address of the agent or solicitor you used.

Name of agent or solicitor

Address of agent or solicitor

Postcode

SECTION 6 – EXTRA INFORMATION

Please tick the box if any of these apply to you.

- Lone Pensioner Allowance Rate Deferment Scheme Disabled Persons Allowance
- You wish to appeal your property valuation Property has been altered

SECTION 7 – CONTACT DETAILS

We may need to contact you to clarify information. Please provide your current details.

Daytime telephone number **(required)**

Email address

SECTION 8 – SIGNATURE

Please print your name **(required)**

Signature **(required)**

Date **(required)**

(DD/MM/YYYY)

Data Protection Act 1998

LPS collates and holds information about our customers for the purposes of billing, collection and recovery of rate revenue, the assessment of benefit/relief claims and the creation and maintenance of valuation lists and the Land Registration Public Register. LPS will collect, store, use and disclose/share the information you provide in full compliance with the Data Protection Act 1998 and the Department of Finance and Personnel's Data Protection Policy. For more details please contact LPS.

CHECKLIST

- Did you fill out Section 2 with your Occupancy ID and Ratepayer ID?
- Did you provide a contact telephone number?
- Did you sign the form and provide your name?