

# 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

--	--	--	--	--	--	--	--

### Ratepayer ID

--	--	--	--	--	--	--	--

## 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?

