

Guidance Notes for Completion of a Landlord's Notice Relating to the Granting of a Private Tenancy

These notes are provided to help complete a Landlord's Notice Relating to the Granting of a Private Tenancy (also referred to as a tenancy information notice) template as required by the Tenancy Information Regulations (Northern Ireland) 2023.

Please read the following notes carefully before completing a tenancy information notice. A copy of these notes may be given to tenants to assist their understanding of the notice.

All appropriate fields in the form template should be completed and the landlord or agent should sign and date the notice. The completed notice must be given to the tenant within 28 days of the tenancy start date or 28 days after 1 April 2023 if your landlord has not already provided you with this type of tenancy information. This must be free of charge. The notice is designed to set out the rights and responsibilities of landlords and tenants and is not a tenancy agreement.

Name of tenant(s)

The full name of the tenant or in the case of a joint tenancy, tenants, should be entered here.

Address of dwelling house

The full address of the rental property including postcode and flat number (where appropriate) should be entered here.

Is the dwelling-house a House in Multiple Occupation (HMO)?

If the property is defined as an HMO according to the Houses in Multiple Occupation (Northern Ireland) Act 2016 the landlord should tick yes.

If yes, please provide HMO licence number

Since 1 April 2019, all properties defined as an HMO as above must be licensed by the local council. The HMO licence number should be entered here.

Name of landlord

The full name of the landlord(s) should be entered here.

Landlord's address

The landlord's address should be entered here. If the property is managed by an agent, a correspondence address may be entered, for example, the landlord's solicitor's address.

Landlord's phone number

The landlord's contact number should be entered here.

Landlord's email address

The landlord's email address should be entered here.

Landlord registration number

Under the Landlord Registration Scheme Regulations (Northern Ireland) 2014 all private landlords must provide accurate and up to date information about themselves and their properties to the Registrar. The registration number of the landlord should be entered here.

Emergency phone number (if no agent number available)

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The landlord's emergency contact number in case of emergency should be entered here, for example, for urgent calls regarding the safety of the rented property. This should be a number where the landlord can be reached outside of normal office hours.

Name of agent

If an agent manages the property on the landlord's behalf, the name of the agent should be entered here. The agent's contact details as below should also be completed.

Agent's address

The address of the agent should be entered here.

Agent's phone number

The phone number of the agent should be entered here.

Agent's email address

The email address of the agent should be entered here.

Services provided by agent

The services that the agent carries out on the landlord's behalf should be entered here, if the agent provides the full management service for the property it is acceptable to write "full management service".

Emergency phone number

The agent's emergency contact number should be entered here, for example, for urgent calls regarding the safety of the rented property. This should be a number where the agent can be reached outside of normal office hours.

Tenancy start date

The start date of the tenancy should be entered here.

Duration of the tenancy (if fixed)

If the tenancy is for a fixed term, for example one year, the duration should be entered here.

Tenancy end date (if any)

If the tenancy end date has been agreed, for example as above in a fixed term tenancy, then it should be entered here

Rent amount

The amount of rent due per week or month should be entered here with the frequency.

Date rent due

The day or date the rent must be paid should be entered here, for example the first of every month or every Friday.

Method of payment

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The method of payment for example, standing order/cash/bank transfer should be entered here.

Does the rent include rates?

If the rent includes rates should be indicated here.

If yes, amount of rates included in rent

The amount of rates included in the rent amount should be entered here with the frequency.

If no, who is responsible for paying rates

The name of the person with responsibility for paying rates should be entered here.

Amount of rates to be paid if not included in rent

The amount of rates due on the property should be entered here.

Deposit amount

The tenancy deposit amount should be entered here. A tenancy deposit must not be the equivalent of more than one month's rent.

Name of tenancy deposit scheme

Since 1 April 2013, all tenancy deposits should be protected in a tenancy deposit scheme, the name of the scheme administrator for the deposit should be entered here. The landlord will have 28 days to protect the tenancy deposit and should give the tenant the information confirming this within 35 days.

Contact number for tenancy deposit scheme

The contact number for the tenancy deposit scheme administrator should be entered here.

Type of tenancy deposit scheme

Tenancy deposits can be protected either in a custodial scheme (where the deposit is held by the scheme administrator) or an insurance scheme (where the deposit is retained by the landlord or agent, but a fee is paid to protect the deposit amount). The type of scheme used to protect the deposit should be entered here.

Please detail any other payments, in addition to rent and rates, which the tenant must pay to the landlord, for example utility bills

If the tenant is required to make any other payments they should be entered here, for example for electricity, heating, Wi-Fi etc.

Is there an inventory of furniture or furnishings provided under the tenancy, signed by the tenant and landlord? (If yes, please attach to this document)

If the property is let furnished or partly furnished it is good practice to provide a list of furniture and furnishings to the tenant. This should be checked and signed by both parties and attached to the Tenancy Information Notice.

Any additional information or mutual agreements set out below (for example landlord's consent needed to redecorate, pets, subletting etc.)

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Any other agreements made between the landlord and tenant can be listed here or if a tenancy agreement has been provided setting out such agreements, then it is acceptable for the landlord to write "see tenancy agreement for other information".