

## **Guidance Notes on Completion of a Landlord's Notice Relating to the Variation of a Private Tenancy**

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

Please read the following notes carefully before completing a notice of Variation. 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 any changes to the original notice and must be free of charge.

### **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 the dwelling-house**

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

### **Name of landlord**

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

### **Provision(s) to be varied**

The information which has changed/will change, for example, landlord's phone number, agent's details etc. should be entered here.

### **New Provision(s)**

The new information should be entered here.

### **Date of effect of new provision**

Enter the date the change takes/has taken effect. The Notice of Variation must be provided to the tenant within 28 days of this date.