

## Particulars to be included in a rent book for compliance with Rent Book Regulations

A rent book shall contain the following information:

- (a) the address of the premises
- (b) the name of the tenant
- (c) the name, address and telephone number of the landlord
- (d) the name, address and telephone number of the landlord's agent (if any) and a description of the services provided on behalf of the landlord
- (e) the rent payable and the period covered by each payment
- (f) the Net Annual Value of the dwelling
- (g) the rates payable by the tenant, in addition to rent, and the period covered by each payment
- (h) the amount and purpose of any deposit payable (if applicable) and the conditions under which it will be repaid
- (i) the amount and description of any other payment which the tenant is required to make in addition to rent and rates (for example, in respect of heating)
- (j) the tenancy commencement date
- (k) the duration of the tenancy and the notice of termination which must be given by the landlord and tenant (which must be no less than 4 weeks)
- (l) the repairing obligations of both landlord and tenant
- (m) the information referred to in regulation 3 of The Rent Book Regulations (NI) 2004. These regulations can be downloaded from [www.opsi.gov.uk](http://www.opsi.gov.uk)