

## Landlords & Agents

The Housing Executive has stopped sending paper correspondence to Private HB Landlords. The majority of you have already made the move to paperless Secure eMail Payment Schedule Notifications, we would now ask those who have not, to take this opportunity to update all your details with us, and add a valid email address that you would like all future correspondence sent to. This is not an Online Site for Landlords, it is simply a replacement method to the sending paper letters.

Your Name or Company Name		Bank Account we currently pay into					
Your Address						Postcode	

**Landlord Account IDs** - please list your LL Account ID/s (these are printed on your schedules)

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**Contact Details** - (in case we need to reach you)

	Mobile Number		Home/Work Phone

**Email address** - Write your email address to be used, clearly in the table below.

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The fastest and easiest way to return this form, is to complete it online, save it to your device, then attach it by email to the *relevant* Housing Benefit office dealing with your area.

Full details of each Housing Benefit office, including e-mail addresses are given below

**If you have any queries phone us on 03448 920 902 and ask for the HB Office relevant to your properties, have your Landlord A/c Id handy for staff.**

OFFICE ADDRESS	DISTRICT COUNCIL AREAS COVERED	E-MAIL ADDRESS
<b>Twickenham House</b> Mount Street BALLYMENA BT43 6BP	Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle	<a href="mailto:Northeast.housingbenefit@nihe.gov.uk">Northeast.housingbenefit@nihe.gov.uk</a>
<b>Belfast HB Unit</b> 32-36 Great Victoria Street BELFAST BT2 7BA	Belfast Area	<a href="mailto:Belfasthb@nihe.gov.uk">Belfasthb@nihe.gov.uk</a>
<b>Marlborough House</b> Central Way CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry & Mourne	<a href="mailto:Southarea.hb@nihe.gov.uk">Southarea.hb@nihe.gov.uk</a>
<b>Richmond Chambers</b> The Diamond LONDONDERRY BT48 6QP	Derry, Limavady, Magherafelt, Strabane	<a href="mailto:Westarea.housingbenefit@nihe.gov.uk">Westarea.housingbenefit@nihe.gov.uk</a>
<b>Strangford House</b> 28 Court Street NEWTOWNARDS BT23 7NX	Ards, Bangor, Castlereagh, Downpatrick, Lisburn, Dunmurry	<a href="mailto:Southeast.housingbenefit@nihe.gov.uk">Southeast.housingbenefit@nihe.gov.uk</a>
<b>McAllister House</b> Woodside Avenue OMAGH BT79 7BP	Cookstown, Dungannon, Fermanagh, Omagh	<a href="mailto:Omagh.housingbenefit@nihe.gov.uk">Omagh.housingbenefit@nihe.gov.uk</a>