

# Tenancy Update Form



(as per Section 139 of the Residential Tenancies Act 2004)

The purpose of this form is to capture updates since the original registration of the tenancy so that the Register of Tenancies which is held by the Residential Tenancies Board is accurate.

## Part A – Confirm Tenancy Details

**1. RT Number**

(Registered Tenancy Number)  
or Landlord PPS number:

**2. Landlord Name:**

**3. Rented Dwelling Address:**

Eircode:

## Part B – Rent Amount Update

*(If there is no change to the rent please proceed to parts C and D)*

**4. Current Rent Amount:**

€

**5. New Rent Amount:**

€

**6. Date from when new Rent applies:**

/ /

## Part C – Update of Tenant Details

If you are updating the tenancy with a new tenant, please provide the Name, PPS Number and Mobile Number of the new tenant in the space below. **NOTE:** In order to update the tenancy with a new tenant an **original tenant from the registration of the tenancy should be still part of the tenancy.** If not, this is a new tenancy and a new tenancy registration is required.

## Part D – Update of Other Tenancy Details

If there have been any other changes to the tenancy details since the registration of the tenancy with the RTB please specify below and the RTB will amend the Register of Tenancies accordingly.

### Notes:

Updates to the Rent Amount should be received by the RTB **within one month of the new rent taking effect.**

No fee is payable for an update to a tenancy. However a change to the Tenancy Commencement Date may incur a fee.

Any queries please call us on **01-702 8100 or 0818 30 30 37**

**Completed Forms should be returned to the address or email below**

Signed:

Date:

*Landlord/Authorised Agent*