

RTB Appeal Application Form

The Tribunal Section
Residential Tenancies Board
PO Box 47,
Clonakilty,
Co Cork.
Tel: 0818 30 30 37
Fax: 0818 30 30 39
E-mail: tribunals@rtb.ie



Use CAPITAL LETTERS. Write clearly and accurately within boxes. Do not join your writing.

Please read carefully before completing this form.

1. **Section 100** of the Residential Tenancies Act 2004 requires that an appeal to a Tribunal shall be made within 21 days from the date the Adjudicator's report is served on you.

2. Calculation of the appeal period

Adjudication

The date the adjudication report is delivered to your address is deemed to be Day 1 of the 21 day appeal period. An Appeal of the adjudicator's decision must be signed, dated and either emailed, posted or hand delivered to the RTB on or within 21 days. The 21 days is inclusive of Sundays & Bank Holidays. If the 21st day falls on a Sunday or Bank Holiday and the appeal is not submitted in advance of these days then, the appeal, if posted, must be posted on the next postal day available. A Certificate of Postage, which is free, will be required in the event that the post date is unclear on the envelope in order to prove that it was posted in time. Please note though that where an agreement is reached at adjudication the 'cooling off' period is 10 days from the date the agreement was made and if one or either of the parties wishes to refer the case to a Tenancy Tribunal they must do so within the 10 day cooling off period.

Mediation

Where one or either of the parties who participated in the mediation process wishes to refer the case to a Tenancy Tribunal they must do so on or within 10 days of the completion of the mediation. The 10 days is inclusive of Sundays & Bank Holidays. If the 10th day falls on a Sunday or Bank Holiday and the form is not submitted in advance of these days then, if posted, it must be posted on the next postal day available. A Certificate of Postage, which is free, will be required in the event that the post date is unclear on the envelope in order to prove that it was posted in time.

The RTB utilise An Post's Track and Trace service to determine the date the Report was delivered to parties. The onus is on parties to ensure the appeal application, including the fee, is received by the RTB within the permitted period. Please note that the Board do not have discretion to grant a late appeal.

3. If paying by credit/debit card please ensure that you have completed the mandate on page 7.
4. Pages 2 - 4 (Sections 2, 3 & 4) can be photocopied as required if more than two appellants are completing this form.
5. **Please note that it is an offence to knowingly or recklessly furnish false or misleading information to the RTB. If found guilty a person shall be liable on summary conviction to a fine of up to €4,000 or, a term of imprisonment of up to six months, or both.**

1 - Insert case reference number

Dispute Reference	DR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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RTB OFFICE STAMP

(DATE RECEIVED)

5 - Please indicate if you are Tenant(s), Landlord(s), Agent/Representative or Third Party Applicant(s):
(insert in appropriate box and insert details at relevant sections below)

Tenant(s) Private Landlord(s) Third Party

Approved Housing Body (AHB) Receiver

Note: Approved Housing Bodies, (also known as housing associations) are not-for-profit organisations whose purpose is the provision and management of housing for households in housing need. Approved Housing Bodies provide housing for low income families and individuals, elderly, people with disabilities and homeless people.

Agent/Representative

I confirm I have the authority to act on behalf of the applicant(s) and my clients have full knowledge of an application being made on their behalf

6 - Do you require an interpreter/translator? Yes No (insert in appropriate box)

If **Yes**, please state what language:

7 - Please indicate below the Dispute category which most closely relates to this appeal:
(insert in appropriate box)

Validity of Notice of Termination (if you are disputing the validity of a termination notice received) <input type="checkbox"/>	Rent Arrears <input type="checkbox"/>
Unlawful Termination of Tenancy (illegal eviction) <input type="checkbox"/>	Standard and maintenance of dwelling <input type="checkbox"/>
Deposit retention <input type="checkbox"/>	Breach of Landlord obligations (give details) <input type="checkbox"/>
Rent more than market rate (not applicable where Landlord is an Approved Housing Body) <input type="checkbox"/>	Breach of Tenant obligations (give details) <input type="checkbox"/>
Overholding (where a Tenant did not vacate after service of a valid notice of termination) <input type="checkbox"/>	Anti-Social Behaviour <input type="checkbox"/>
Breach of Fixed Term Lease <input type="checkbox"/>	Damage in excess of normal Wear and Tear <input type="checkbox"/>
Rent Arrears and Overholding <input type="checkbox"/>	Other <input type="checkbox"/>

FOR MEDIATION ONLY

No agreement reached during mediation

Partial agreement reached at mediation

Agreement reached at mediation has broken down

10 - Please indicate how you are paying the application fee of €100: (insert in appropriate box)

Cheque (made payable to RTB)

Postal Order

Debit or Credit Card (insert card details below)

For security purposes, the RTB cannot accept payment by cash.

Note: If the fee is not included the form will be returned.

If you wish to pay your application fee by credit/debit card please complete the details below:
(insert in appropriate box)

Card Type:

Visa

Mastercard

Debit Card

Name of Cardholder:

Address *:

Eircode:

Card Number:

Expiry Date (M M / Y Y):

Please debit my account by:

Cardholder Signature:

Date (D D / M M / Y Y Y Y):

* Please ensure your address is the same as on your bank/credit card statement.

Return of Application Form:

Your completed appeal form and fee should be addressed to:

The Tribunal Section
RTB
PO Box 47
Clonakilty
Co. Cork

or can be emailed to:

Email: tribunals@rtb.ie