

Approved Housing Bodies Tenancy Registration Application Form RTB2



Important:

To ensure a more satisfactory customer experience, please take care to **complete the form in full and correctly**. Ensure to include the correct payment. Incomplete forms may lead to multiple communications from the RTB. Details of the fees are on page 6 and guidance notes are on page 8 of the form.

Section 1 - Details of the Rented Dwelling (See Note 1)

1. Address of Rented Dwelling

Apt./House No.

Address Line 1

Address Line 2

Address Line 3

Address Line 4

County

Eircode (Please ensure to include Eircode)

2. Dwelling Type

House Apartment Flat Part of House Maisonette Bedsit

3. Property Type (if the Dwelling Type selected above is House, Part of House or Maisonette, place an X in the relevant box below to indicate the Property Type)

Semi Detached Detached House Terraced

4. No. of Bedrooms

5. No. of Occupants

6. BER Rating (if any)

7. Local Authority in which rented dwelling is located

Section 4 - Details of the Landlord's Authorised Agent (See Note 4)

20. Landlord Authorised Agent

Individual Company

First Name

Surname

PPSN

CRO Reg. No.

Address

County

Eircode

(Please ensure to include Eircode)

Country

Telephone No.

Licence No.

Section 5 - Management Company (See Note 5)

THIS SECTION IS ONLY FOR USE WHERE THE RENTED DWELLING IS AN APARTMENT IN AN APARTMENT COMPLEX

21. Apartment Blocks / Complexes Only

Name

Address

County

Eircode

(Please ensure to include Eircode)

Country

Telephone No.

CRO Reg. No.

Section 6 - Declaration by Applicant (See Note 6)

Please note that it is an offence to knowingly or recklessly furnish false or misleading information in a material respect when submitting an application to register a tenancy or submitting updated information in respect of a registered tenancy.

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.

Before submitting this form, please ensure you have read the notes on page 8 of this form.

Please proceed to Section 7B for payment.

I declare that, to the best of my knowledge and belief, all the information I have given on this form is correct.

Applicant's Signature

Date

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Registration Data collected by the Residential Tenancies Board (RTB) will be used in accordance with the provisions of the Residential Tenancies Act 2004 and any other relevant legislation and for statistical and policy research purposes.

The RTB will treat all information and personal data you supply as confidential. However, it should be noted that information may be exchanged with various Government Bodies as set out in Section 146 of the Residential Tenancies Act 2004.

Please keep a copy of the form as submitted & proof of postage to the RTB for your own records.

Please return this RTB registration form with fee by post to -

**Residential Tenancies Board,
Registration Section,
PO Box 47,
Clonakilty,
Co. Cork.**

Section 7A - Fees (See Note 7A)

Type of Application		Fee
Standard Fee	Application received by the RTB within one month of the Tenancy Commencement Date	€90
Late Fee	Application received by the RTB more than one month after the Tenancy Commencement Date	€20 per month or part thereof to a maximum fee of €240
Composite Fee	A reduced fee subject to a maximum of 10 Tenancies in one building being registered by the same Landlord at the same time and all received by the RTB within one month of the earliest Tenancy Commencement Date	€375
3rd Registration or Subsequent in a 12 month period	No fee applies to the 3rd and subsequent registration in a 12 month period in respect of the same dwelling, providing they are received within one month of the Tenancy Commencement Date of the new tenancy	No Fee

Section 7B - Payment Details (See Note 7B)

Payment Type - please indicate the method of payment you wish to use

Credit Card Debit Card Cheque Postal Order Bank Draft

If you have selected Credit Card or Debit Card above complete mandate below, otherwise attach payment to this form

MANDATE

Cardholder

Address

County

Eircode (Please ensure to include Eircode)

Mobile No.

Card No.

Expiry Date / (M M / Y Y)

CVV/CVS (last three numbers on the back of card)

Please debit my account by €

Cardholder Signature

Date / /

Please note that all fields must be completed in order to submit a valid application for the registration of a tenancy. An incomplete application cannot be processed through to registration.

Note 1 (Section 1 – Details of the Rented Dwelling)

The full address of the rented dwelling must be given. If the rented dwelling is an Apartment or Flat then the Apartment number or Flat number must be given.

Only complete question 3 (Property Type) if Dwelling Type selected at question 2 is House, Part of House or Maisonette.

Number of bedrooms must be provided.

Note 2 (Section 2 – Details of Tenancy)

If the tenancy is for a fixed term, the length of that term must be provided. If the tenancy has no fixed term, please leave the years/months option blank.

Any Approved Housing Body (AHB) Tenancies in existence prior to the Commencement order date of the legislation which was the 6 April 2016 should be given a “Tenancy Commencement Date” of 6 April 2016. From the 15 July 2009 please note that the definition of a “tenancy” under the Residential Tenancies Act 2004 does not include a tenancy the term of which is more than 35 years.

For AHB Tenancies that commenced after the 6 April 2017, the tenancy commencement date depends on the circumstances of each individual tenancy. For example, if there is a written lease/tenancy agreement the tenancy commencement date will usually be clearly stated within the lease/tenancy agreement. However, it may also be the date on which it was agreed verbally that the tenant:

- is entitled to take up occupation of the dwelling in question
- or
- actually takes up occupation of the dwelling.

Please note there does not have to be a written lease/tenancy agreement in place for the tenancy to be registered with the RTB.

Rental amount must be completed. This amount must be the total amount received by the landlord each week/month/year.

Tenancies which commenced prior to 24 December 2016 can last for a maximum of four years before having to be renewed (re-registered) with the RTB. Tenancies which commenced on or after 24 December 2016 can last for a maximum of six years before having to be renewed (re-registered) with the RTB.

All charges paid by the tenant must be ticked in the boxes provided. If the charge is not specified then list the charge in the space provided titled “Other Charges”.

The Local Authority area in which the rented dwelling is situated must be provided. Please see www.rtb.ie if you require a list of the local authorities.

Note 3A (Section 3A – Landlord Details)

AHB Name must be provided. This name must be the same name which was supplied to the Department of Environment, Community and Local Government (now known as Department of Housing, Planning, Community & Local Government) when seeking approved housing body approval.

Please note that the address provided here should be the address which you have supplied to the Department of Environment, Community and Local Government when seeking approved housing body approval. If your address has changed since then you may enter your new correspondence address. You may be asked to verify this address at some point.

You must also enter your unique AHB Reference number as provided by the RTB. If you have mislaid this number please contact the RTB at 0818 30 30 37 to obtain same.

If you are a company, then the registered number of that company (CRO) must be provided.

Note 3B (Section 3B – Tenants)

Please use Section 3B. of this form to list all tenants in the rented dwelling. Minors (persons under the age of 18) are not required to be registered.

The PPSN of the tenant(s) should be provided. If tenant(s) has no PPSN or you have made a reasonable effort to obtain it but it has not been provided please tick space provided. Please note that the tenant’s PPSN is required in the event of a subsequent dispute between the landlord and tenant. If a landlord does not have a correspondence address for a former tenant, it may be possible in limited circumstances for the RTB to trace the tenant, using their PPSN, to serve dispute case papers on them.

Note 4 (Section 4 – Details of the Landlord’s Authorised Agent)

Give the details of the person/company who is authorised to act on behalf of the landlord in relation to the tenancy of the rented dwelling.

Note 5 (Section 5 – Management Company)

Only complete this section if the dwelling is an apartment in an apartment complex under the operation of a management company.

Note 6 (Section 6 – Declaration)

In this part you confirm that all information is true and accurate.

Note 7A (Section 7A – Fees)

The fees set out in the table in Section 7A are the current fees at the time of printing. There are no exceptions to the late fee. Since Residential Tenancies Act 2004 prescribes that a late fee shall apply the RTB has no discretion to waive the late fee regardless of the reasons or circumstances for the delay.

Note 7B (Section 7B – Payment Details)

Ensure that you have included the correct fee as an incorrect fee will cause a delay in processing your application. Fees paid by cheque, postal order or bank draft should be made payable to the RTB. The cheque should be crossed. You may pay by credit / debit card by completing the mandate in Section 7B. If more than one application is submitted in the same envelope, credit/debit card details for each application must be completed. For security reasons, the RTB is unable to accept cash as payment for fees