

# Tenancy Registration Application Form RTB1



Bord um Thionóntachtaí Cónaithe  
Residential Tenancies Board

There are some additional notes on the final pages of this form to help you to complete your application.

## Section 1 – Application & Applicant *(see note 1)*

### 1. Application to register (tick the box(es) that applies below):

- (a) a private tenancy
- (b) an approved housing body tenancy
- (c) a cost rental tenancy
- (d) a student specific accommodation tenancy
- (e) a student specific accommodation licence

### 2. Registration Type:

- (a) New
- OR
- (b) Annual registration of an existing tenancy

If you have chosen **2 (b)** then enter the reference number of the existing tenancy below

RT Reference of existing tenancy

### 3. (a) Who is completing the form:

Landlord  Agent

### (b) Is a Receiver currently appointed over this dwelling? *(see note 4)*

No  Yes

If yes, is the Receiver declaring himself/herself to be the

Landlord  or Agent  of this tenancy?

Please provide the Receiver's date of appointment  /  /

Please provide the Revenue Tax Number associated with this receivership\*

\*Note as a receiver, it is not mandatory to provide the Revenue Tax Number. However, this information is requested, in particular, where receivers have been unable to ascertain and provide the mandatory landlord information required under Section 5 of this form. This information will assist the RTB to fully discharge its functions under the Residential Tenancies Act 2004, as amended, to the benefit of the sector.

## Section 2 – Rented Dwelling

### 4. Address of Rented Dwelling:

Apartment/House/  
Unit no.

Address line 1

Address line 2

Address line 3

County

Eircode

Local Authority

Please complete the dwelling address **accurately**.

If the dwelling is broken into individually occupied units which do not have a unique Eircode, please provide a unique Unit number in **“Apartment/House/Unit no.”** field.

Please ensure to provide **Eircode** for the dwelling. If you do not provide the Eircode, the registration may be delayed and/or returned to you.

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

### 5. Dwelling Type:

House  Apartment  Flat  Part of House  Maisonette

### 6. Property Type:

Semi Detached  Detached House  Terraced

7. No. of Bedrooms:   8. No. of Bed spaces:

9. Floor area:     Square metres

10. BER Rating:   or Exempt

**Property type** – please only answer question 6 if House, Part of House or Maisonette was selected in question 5.

**Single bed** = 1 bed space,  
**Double bed** = 2 bed spaces.



## Section 4 – Closing previous tenancy registered (if any) at this rented dwelling *(see note 3)*

**20. What is the RT Reference of the previous registration:**

RT Reference

**21. Date this tenancy ended:**   /   /

**22. Was this tenancy terminated by tenant or landlord:** Tenant  Landlord

**23. If terminated by landlord, what was the reason (enter 1-9):**   
Or provide details of other reason(s) below:

**24. If a landlord or a tenant wish to end a tenancy they must in all cases serve a valid notice of termination. A landlord must, at the same time, copy the RTB with any notice of termination they serve on a tenant. Have you submitted yours?**

Yes  No

**1-9 reasons for terminating a tenancy:**

1. Breach of obligation by the tenant;
2. Failure by the tenant to pay rent;
3. The property is no longer suitable for the accommodation needs of the tenant and of any persons residing with him/her;
4. The landlord intends to sell the property within 9 months of termination;
5. The landlord requires the property for his/her own occupation or occupation by a family member;
6. The landlord intends to substantially refurbish or renovate the property
7. The landlord intends to change the use of the property.
8. Termination notice served during the first six months.
9. Terminated notice served prior to the start of a further Part 4 tenancy.

**Note:** Ground 5 does not apply to AHB tenancies. Grounds 4 - 7 do not apply to Cost Rental tenancies. Ground 9 does not apply to Tenancies of Unlimited Duration. See [www.rtb.ie](http://www.rtb.ie) for more information.

## Section 5 - Landlord *(see note 4)*

**25. The landlord is:**

- An Individual:  please go to 25.1
- A Company:  please go to 25.2
- An Approved Housing Body (AHB):  please go to 25.2

**25.1. Individual landlord(s)**

**Landlord 1:**

First Name

Surname

Additional Title

PPSN

Date of birth  /  /

Residential Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

Telephone No.

Email

**Additional Title**

If the landlord is a trustee of a pension fund then the details of that should be entered in the space provided in the format 'Trustee of XYZ Pension Fund'.

If correspondence address is same as residential address tick this box

If correspondence address is different than residential address, please enter below:

Correspondence Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

## Section 5 - Landlord (continued)

### Landlord 2:

First Name

Surname

Additional Title

PPSN

Date of birth  /  /

Residential Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

Telephone No.

Email

If correspondence address is same as residential address tick this box

If correspondence address is different than residential address, please enter below:

Correspondence Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

#### Additional Title

If the landlord is a trustee of a pension fund then the details of that should be entered in the space provided in the format 'Trustee of XYZ Pension Fund'.

## Section 5 - Landlord (continued)

**Landlord 3:**

First Name

Surname

Additional Title

PPSN

Date of birth  /  /

Residential Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

Telephone No.

Email

**Additional Title**

If the landlord is a trustee of a pension fund then the details of that should be entered in the space provided in the format 'Trustee of XYZ Pension Fund'.

If correspondence address is same as residential address tick this box

If correspondence address is different than residential address, please enter below:

Correspondence Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

**More than 3 Landlords of this tenancy?** - please provide their details on a separate sheet and attach it to this application.

## Section 5 - Landlord (continued)

### 25.2. Company/AHB landlord

Company/AHB Name

Company Registration Number (CRO)

RTB AHB Number

Additional Title

Correspondence

Address

County

Country

Eircode (if in ROI) / Postcode (if outside ROI)

Telephone No.

Email

Company Contact Name

**CRO** is the company registration number provided by the Company Registrations Office and must be valid.

#### Additional Title

If the landlord is a trustee of a pension fund then the details of that should be entered in the space provided in the format 'Trustee of XYZ Pension Fund'.

An **Approved Housing Body** registering a tenancy should provide their AHB Name and RTB AHB Number in place of Company Name and CRO Number on this form.

**RTB AHB Number** is the number assigned to the AHB by the RTB upon set up of your RTB account. If you are unable to locate this number, you can email [AHB@rtb.ie](mailto:AHB@rtb.ie) to request it.

## Section 6 - Tenant (see note 5)

### 26. Is the tenant:

An Individual:  please go to 26.1

A Company:  please go to 26.2

#### 26.1. Individual tenant(s)

##### Tenant 1:

First Name

Surname

PPSN

If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, place X in the box

Date of birth  /  /

Telephone No.

Email

**All tenants residing in the dwelling who are aged 18 or older** are required to be listed

If PPSN is ascertainable, then DOB is requested also (for identity verification purposes).

PPSN for the tenant assists with enforcement should a dispute arise.





## Section 6 - Tenant (continued)

### 26.1. Individual tenant(s) (continued)

**Tenant 5:**

First Name

Surname

PPSN

If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, place X in the box

**More than five tenants?**  
Please provide their details on a separate sheet and attach it to this application.

If PPSN is ascertainable, then DOB is requested also (for identity verification purposes).

PPSN for the tenant assists with enforcement should a dispute arise.

Date of birth  /  /

Telephone No.

Email

### 26.2. Company tenant

Company Name

CRO Reg. No.

Telephone No.

Email

## Section 7 – Authorised agent

**27. Is the agent:**

A Company:  please go to 27.1

An Individual:  please go to 27.2

**27.1. Company agent**

Company Name

CRO Reg. No.

Correspondence Address

County

Country

Eircode

Contact name

Telephone No.

Email

**CRO** is the company registration number provided by the Company Registrations Office and must be valid.

Please provide the **contact details** of the individual within your Company who can be contacted by the RTB regarding this tenancy, if necessary.

**27.2. Individual agent**

**Agent 1:**

First Name

Surname

PPSN

Date of birth  /  /

Correspondence Address

County

Country

Eircode

## Section 7 – Authorised agent (continued)

### 27.2. Individual agent (continued)

#### Agent 2:

First Name	<input type="text"/>
Surname	<input type="text"/>
PPSN	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Correspondence Address	<input type="text"/> <input type="text"/> <input type="text"/>
County	<input type="text"/>
Country	<input type="text"/>
Eircode	<input type="text"/> <input type="text"/>

**More than 2 agents of this tenancy?** - please provide their details on a separate sheet and attach it to this application.

## Section 8 – Management company

### 28. Management company name:

Company Name	<input type="text"/>
CRO Reg. No.	<input type="text"/>
Company Registered Address	<input type="text"/> <input type="text"/> <input type="text"/>
County	<input type="text"/>
Eircode	<input type="text"/> <input type="text"/>

Please complete this section if there is a Management Company.

## Section 9 – Declaration by Applicant

**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 of knowingly or recklessly furnishing false or misleading information, as set out above, a person may 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.**

**Failure to register a tenancy could result in a criminal prosecution or the commencement of an investigation by the RTB for improper conduct which could lead to the imposition of a sanction of a written caution, up to €15,000 and €15,000 in costs.**

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

Name:

(BLOCK CAPTALS)

Signature:

Date:

<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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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 law such as sections 146, 147 & 148 of the Residential Tenancies Act 2004.

The RTB respects your privacy and is committed to complying with Data Protection law.

For information on how the RTB handle your personal data, please refer to the RTB Privacy Statement at <https://rtb.ie/privacy-statement>.

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

**You can also register tenancies online at [www.rtb.ie](http://www.rtb.ie).**

**Please send this form and any relevant documentation to the**

**Residential Tenancies Board**

**PO Box 47**

**Clonakilty, Co. Cork**

## Section 10 – Fees table (see note 6)

Applications must be made to the RTB within **one month** from the date the tenancy commenced. Failure to make an application on time means that a late fee will be applied. The below table applies to all tenancies that commenced on / or after 4th April 2022.

Accepted payment methods: **cheque, bank draft, postal order.**

**Please ensure that you have an up to date version of the application form as fees may be changed in legislation.**

Type	Description	Fee		
		Private Tenancy (Including student specific accommodation (SSA))	Cost Rental Tenancy	AHB Tenancy (Excluding Cost Rental)
Standard Fee	Application to register with RTB is made within one month of tenancy commencement date.	€40	€40	€20
Late Fee	Application to register with RTB is made more than one month after tenancy commencement date.	Standard fee plus €10 for each month (or part thereof) that the application is late	Standard fee plus €10 for each month (or part thereof) that the application is late	€0
Composite Fee	A reduced fee applicable to a maximum of 10 tenancies in the same building being registered by the same landlord at same time. Note – all applications must be made within one month of the earliest tenancy commencement date.	€170	€170	€85
No Fee	If, in a 12 month period, a second tenancy in the same rented dwelling occurs, no fee will apply to the second or subsequent registration within that period.	€0	€0	€0

Temporary fee waiver for certain further Part 4 tenancies - section 134 of the Act of 2004 (Obligation to apply to register tenancy) was amended by section 7 of the Residential Tenancies (Amendment) Act 2021 and from 4 April 2022, subject to the condition outlined below, where a landlord had registered a 'further part 4 tenancy' before 4 April 2022, no annual registration fee shall apply in respect of that 'further Part 4 tenancy' for so long as it exists.

A condition applies to the temporary annual registration fee waiver above, insofar as any outstanding registration fee associated with the relevant registration prior to 4 April 2022 must be paid by 4 May 2022. For example, if a landlord applied to register a further Part 4 tenancy on 1 June 2020 but has not paid the associated registration fee by 4 May 2022, that tenancy shall be liable to annual registration fees and shall not benefit from the temporary fee waiver.

29. What fee (if any) is enclosed for this registration? €

30. Payment method: Cheque  Postal Order  Bank Draft

**Please note that all applicable 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 (Sections 1 and 2 - Application Type)**

In section 1, please tick all relevant boxes that relate to your application in respect of your dwelling - does the application relate to:

- (a) a private tenancy
- (b) an approved housing body tenancy
- (c) a cost rental tenancy
- (d) a student specific accommodation tenancy
- (e) a student specific accommodation licence.

In section 2, please indicate whether the application relates to a new or existing tenancy.

If this application relates to an existing tenancy, please indicate the tenancy's RT number assigned by the RTB when first registered. You can locate this number on the letter that would have issued to you by the RTB when the tenancy was originally registered, or on the reminder letter you received when your next tenancy registration is due. If you are unable to locate the number, you can contact RTB on Lo-call on **0818 30 30 37** or **(01) 702 8100**.

A cost rental dwelling must be officially designated by the Minister for Housing, Local Government and Heritage under the Affordable Housing Act 2021.

Each application to register a tenancy must be completed on a separate form. If more than one tenancy is included on a single form it will be an incomplete application and cannot be processed through to registration. This will result in a delay in the processing of your application.

**Note 2 (Section 3 – Details of Tenancy)**

If the tenancy is for a fixed term, the length of that term must be provided.

Tenancy commencement date must be provided. Your registration fee will be calculated on the basis of this date. Make sure the full date is given, e.g. DAY/MONTH/YEAR.

Rent Amount must be completed. This amount must be the total amount received by the landlord each week/fornight/month.

From 09 July 2021, limits apply to the amount a landlord can require anyone to pay to secure a tenancy. A deposit cannot exceed more than one month's rent, and an advance payment of rent, at any time, cannot exceed one month's rent. Landlords cannot ask a person to pay more than the equivalent of 2 months' rent in total to secure a tenancy.

**RPZ Exemptions** – A landlord cannot set the rent above market rent and if the property is in a Rent Pressure Zone (RPZ), the rent can also not be greater than permitted by the RTB's RPZ calculator. From 11 December 2021, a cap of 2% per annum pro rata on rent increases in RPZs, where the HICP inflation rate is higher. In some cases, an exemption to the RPZ rent control may be claimed. If you claim an exemption, you have to send additional documentation to the RTB. If the property is in an RPZ, a landlord must inform the tenant in writing, at the start of the tenancy, of the amount of rent set under the previous tenancy, the date it was set and how it was calculated.

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

If a sub-tenancy is being registered, you must tick the box to indicate this. Subletting occurs when a tenant permits another party to lease the rental property that the tenant has leased from the landlord. The tenant then assumes the position of landlord. Subletting can only take place with the consent of the landlord. Both the original tenancy and the sub tenancy is registered.

**Note 3 (Section 4 – Closing a previous tenancy registered at this rented dwelling)**

If a previous tenancy existed and the landlord serves a Notice of Termination, a copy of this notice must be sent to the RTB by post or a scanned copy by email at the same time the notice of termination is served on the tenant. See [www.rtb.ie](http://www.rtb.ie) for further details.

**Note 4 (Section 5 – Landlord Details)**

Please note that the landlord's residential and correspondence address should be provided here. If the residential and correspondence address are the same, please tick the space provided. The correspondence address provided will be used for correspondence purposes by the RTB in respect of this tenancy.

Landlord's Personal Public Service Number (PPSN) must be provided if the landlord has a PPSN. Landlords who do not have a PPSN will have to provide proof of identity to complete the tenancy registration, either a copy of a passport or drivers licence is required.

A receiver registering tenancies must provide date of appointment, and the revenue tax number associated with the receivership is also requested, in particular, where the mandatory landlord information required under section 5 is not ascertainable by the receiver.

PPSNs in conjunction with Date of Birth are used to verify identities through the Department of Social Protection. Invalid PPSNs will result in the tenancy not being registered.

If a landlord is a company then the registered number of that company (CRO) must be provided.

**Note 5 (Section 6 – Tenants)**

The landlord is required to make a reasonable attempt to provide the tenant's/tenants' PPSN and Date of Birth, but where they are unable to attain this information, they must indicate this on the registration application. PPSN for the tenant assists with enforcement should a dispute arise.

**Note 6 (Section 10 – Fees & Payment Details)**

Ensure that you have included the correct fee. Fees paid by cheque, postal order or bank draft should be made payable to the RTB. The cheque should be crossed.

**Note 7 (Trustee of Pension Funds)**

If the landlord is a trustee of a pension fund then the details of that should be entered in the space entitled "Additional Title" provided, in the format 'Trustee of XYZ Pension Fund'.



**RTB** Bord um Thionóntachtaí Cónaithe  
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[www.rtb.ie](http://www.rtb.ie)