

Tenancy Registration Application Form RTB1



In accordance with section 134 of the Residential Tenancies Act 2004 (as amended)

How to complete this application form

- To complete this application form, please write with a black ballpoint pen, use capital letters and place an X in the relevant boxes.
- Make sure to complete all required questions marked with an asterisk (*).
- Read and complete the Landlord Checklist in Section 11 before submitting this form to the Residential Tenancies Board (RTB).
- Send the form by post to the RTB at:
Residential Tenancies Board
P.O. Box 13841
Freepost FKY7736
Killorglin
Co Kerry
- Please keep a copy of the form as submitted and proof of postage to the RTB for your own records.

Section 1 – Application details

Questions marked with an asterisk (*) are mandatory.

1. I am applying to register a*

- | | |
|--|--------------------------|
| Private tenancy | <input type="checkbox"/> |
| Approved Housing Body (AHB) tenancy | <input type="checkbox"/> |
| Cost rental tenancy | <input type="checkbox"/> |
| Student specific accommodation tenancy | <input type="checkbox"/> |
| Student specific accommodation licence | <input type="checkbox"/> |

2. Registration type*

- | | |
|--|--------------------------|
| New tenancy | <input type="checkbox"/> |
| Annual registration of an existing tenancy | <input type="checkbox"/> |

3. **For an existing tenancy, provide Registered Tenancy (RT) number***

4. **Who is completing the form?*** Landlord Agent

5. **Is there a receiver appointed over this dwelling?*** Yes No

6. **If yes, is the receiver declared as the landlord or agent of the tenancy?** Landlord Agent

7. **Date receiver appointed** / /

8. **Receivership Tax Registration Number (TRN)**

Section 2 – Rented dwelling details

9. **Apartment/house /unit number***

10. **Address line 1***

11. **Address line 2**

12. **Address line 3**

13. **County***

14. **Eircode***

15. **Local Authority***

16. **Dwelling type***

House Apartment Flat Part of House Maisonette

17. **Property type** Detached Semi Detached Terraced

(If house, part of house or maisonette selected in Question 16)

18. **Number of bedrooms***

19. **Number of bed spaces***

A single bed is 1 bed space. A double bed is 2 bed spaces.

20. **Floor area*** m² (square metres)

21. **BER Rating*** Enter value: Exempt

Section 4 – Closing a previous registered tenancy

If there is no previous tenancy at this dwelling to close, please continue to Section 5.

33. Registered tenancy (RT) number of last tenancy

34. Date the last tenancy ended

 / /

35. The last tenancy was ended by the

Landlord

Tenant

36. If the tenancy was ended by the landlord, please select reason

* Does not apply to AHB or cost rental tenancies

** Does not apply to cost rental tenancies

1. Breach of tenant obligations

2. Tenant failure to pay rent

3. Property no longer suitable for tenant needs

4. To sell**

5. Landlord or family member needs to live in property*

6. To substantially refurbish /renovate**

7. To change use of property**

8. To end tenancy during first six months

9. Ending tenancy at end of Part 4 tenancy or further Part 4 tenancy (tenancy must have commenced on or before 10 June 2022).

37. Did you serve a Notice of Termination to end this tenancy to your tenant and the RTB on the same day?

Yes

No

Section 5 – Landlord details

38. The landlord is*

An individual (Go to question 39)

A company (Go to question 40)

An Approved Housing Body (Go to question 40)

39. Individual landlord details*

Landlord 1

First name

Surname

Additional title

For example, if the landlord is a trustee of a pension fund enter 'Trustee of XYZ Pension Fund'

Personal Public Service Number (PPSN)

Date of birth / /

Home address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

Should the RTB send correspondence to your home address? Yes No

Correspondence address

If no, please provide an alternative address for correspondence

County

Country

Eircode (or post code if outside Republic of Ireland)

Landlord 2

First name

Surname

Additional title

For example, if the landlord is a trustee of a pension fund enter 'Trustee of XYZ Pension Fund'

Personal Public Service Number (PPSN)

Date of birth / /

Home address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

Should the RTB send correspondence to your home address? Yes No

Correspondence address

If no, please provide an alternative address for correspondence

County

Country

Eircode (or post code if outside Republic of Ireland)

Landlord 3

First name

Surname

Additional title

For example, if the landlord is a trustee of a pension fund enter 'Trustee of XYZ Pension Fund'

Personal Public Service Number (PPSN)

Date of birth / /

Home address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

Should the RTB send correspondence to your home address? Yes No

Correspondence address

If no, please provide an alternative address for correspondence

County

Country

Eircode (or post code if outside Republic of Ireland)

Landlord 4

First name

Surname

Additional title

For example, if the landlord is a trustee of a pension fund enter 'Trustee of XYZ Pension Fund'

Personal Public Service Number (PPSN)

Date of birth / /

Home address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

Should the RTB send correspondence to your home address? Yes No

Correspondence address

If no, please provide an alternative address for correspondence

County

Country

Eircode (or post code if outside Republic of Ireland)

40. Company / AHB landlord details*

Landlord

Company/AHB name

Company Registration Office (CRO) number

RTB AHB number
(if applicable)

Additional title

For example, if the landlord is a trustee of a pension fund enter 'Trustee of XYZ Pension Fund'

Correspondence address

Address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

Company contact name



Section 6 – Tenant details

41. The tenant is*

An individual (Go to question 42)

A company (Go to question 43)

42. Individual tenant details*

You must provide details for all tenants aged 18 years and older who live in the dwelling.

Tenant 1

First name

Surname

Personal Public Service Number (PPSN)

*Recommended to assist with enforcement
if a dispute arises*

Date of birth / /

Phone number

Email

Tenant 2

First name

Surname

Personal Public Service Number (PPSN)

*Recommended to assist with enforcement
if a dispute arises*

Date of birth / /

Phone number

Email

Tenant 3

First name

Surname

Personal Public Service Number (PPSN)

Recommended to assist with enforcement if a dispute arises

Date of birth / /

Phone number

Email

Tenant 4

First name

Surname

Personal Public Service Number (PPSN)

Recommended to assist with enforcement if a dispute arises

Date of birth / /

Phone number

Email

Tenant 5

First name

Surname

Personal Public Service Number (PPSN)

Recommended to assist with enforcement if a dispute arises

Date of birth / /

Phone number

Email

Tenant 6

First name

Surname

Personal Public Service Number (PPSN)

*Recommended to assist with enforcement
if a dispute arises*

Date of birth / /

Phone number

Email

43. Company tenant details

Company Name

Company Registration Office (CRO) number

Phone number

Email

Section 7 – Authorised agent details

44. The agent is

An individual (Go to question 45)

A company (Go to question 46)

45. Individual agent details

Agent 1

First name

Surname

Personal Public Service Number (PPSN)

Date of birth / /

Correspondence address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

Agent 2

First name

Surname

Personal Public Service Number (PPSN)

Date of birth / /

Correspondence address

County

Country

Eircode (or post code if outside Republic of Ireland)

Phone number

Email

46. Company agent details

Company name

Company Registration Office (CRO) number

Correspondence address

County

Country

Eircode (or post code if outside Republic of Ireland)

Contact name

Phone number

Email

Section 8 – Management company details

47. Complete this section if there is a management company

Company name	<input type="text"/>
Company Registration Office (CRO) number	<input type="text"/>
Registered company address	<input type="text"/> <input type="text"/> <input type="text"/>
County	<input type="text"/>
Country	<input type="text"/>
Eircode or post code if outside Republic of Ireland	<input type="text"/> <input type="text"/>
Contact name	<input type="text"/>
Phone number	<input type="text"/>
Email	<input type="text"/> <input type="text"/>

Section 9 – Declaration by applicant

Important note:

It is an offence to knowingly or recklessly provide false or misleading information in an application to register a tenancy, or when updating information for an existing registered tenancy.

If a person is found guilty of knowingly or recklessly providing false or misleading information, they may face a fine up to €4,000 and / or six months in prison.

Failure to register a tenancy may result in a criminal prosecution or an investigation by the RTB for improper conduct. An RTB investigation may lead to sanctions including a fine up to €15,000 and €15,000 in costs for each breach of rental law.

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

Name* (BLOCK CAPITALS)	<input type="text"/>
Signature*	<input type="text"/>
Date*	<input type="text"/> / <input type="text"/> / <input type="text"/>

Data exchange and privacy

The Residential Tenancies Board (RTB) uses registration data for statistical and policy research purposes as allowed under the Residential Tenancies Act 2004 (as amended) and any other relevant legislation.

The RTB will treat all information and personal data you supply as confidential. However, under sections 146, 147 & 148 of the Residential Tenancies Act 2004 (as amended), the RTB may exchange information with named Government bodies.

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 and proof of postage to the RTB for your own records. You can also register tenancies online at www.rtb.ie.

Section 10 – Fees

48. Fee enclosed for registration* €

49. Payment method* Cheque Postal order Bank draft

Important note on fees

You must apply to the RTB to register a tenancy within one month of the tenancy start date. Failure to apply on time will result in a late fee. For up to date information on registration and late fees, please visit www.rtb.ie.

Section 11 – Landlord checklist

- I have read and understand the guidance on registering a tenancy at www.rtb.ie
- I have completed all required fields marked with an (*).
- I understand that applications with missing information cannot be registered.
- If cost rental tenancy is selected in Section 1**, I understand that the tenancy must be officially designated by the Minister for Housing, Local Government and Heritage under the Affordable Housing Act 2021.
- I have provided a Building Energy Rating (BER) for the dwelling in Section 2, unless the property is exempt.
- I have provided an Eircode for the tenancy in Section 2. (Or I have provided a unique unit number if the tenancy is in a dwelling that is broken into individually occupied units that do not have a unique Eircode.)
- I have provided a registered tenancy (RT) number for a previous tenancy in the dwelling in Sections 1 and 4, if applicable. (**Note:** This number can be found on your original tenancy registration letter from the RTB, in reminder letters or you can call the RTB on 0818 30 30 37 for help to locate it.)
- I have read and understand the rules on deposits and advance rent payments at www.rtb.ie. I understand a deposit cannot exceed one month's rent and an advance rent payment cannot exceed one month's rent.
- I have read and understand the guidance on setting and reviewing rent at www.rtb.ie.
- I have completed and sent a Notice of Rent Setting (and Exemption, if applicable) to the tenant(s) and RTB at the start of the tenancy.
- If a previous tenancy existed in the dwelling**, I have read and understand the guidance on ending a tenancy at www.rtb.ie.
- If the landlord is an individual(s)**, I have provided a Personal Public Service Number (PPSN) or proof of identify if they do not have a PPSN. Accepted proof of identity is a passport or driver's licence.
- If the landlord is a company**, I have provided a Companies Registration Office (CRO) number.
- If the landlord is an AHB**, I have provided an RTB AHB number. (**Note:** If you cannot locate the number, you can email ahb@rtb.ie to request it).
- If the landlord is a trustee of a pension fund**, I have provided details in the 'Additional title' field in Section 5.
- I have made a reasonable attempt to provide a PPSN and date of birth for each tenant. I understand this is important to help with enforcement of RTB Determination Orders if a dispute arises.
- I have included a cheque, bank draft or postal order to pay the correct fee with this application. It is made payable to the RTB. If sending a cheque, it is crossed.

