





**New 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

Move in date  /  /

**New 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

Move in date  /  /

**New 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

Move in date  /  /

**15. Remove individual tenants**

**Remove 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

Move out date  /  /

**Remove 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

Move out date  /  /



**Remove 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

Move out date  /  /

**Remove 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

Move out date  /  /



**16. Add a company tenant**

Company Name

Company Registration Office (CRO) number

Phone number

Email

Move in date  /  /

**17. Remove a company tenant**

Company Name

Company Registration Office (CRO) number

Phone number

Email

Move out date  /  /

## Part D: Add or remove a landlord

### 18. Add or remove an individual landlord

#### Individual landlord - change 1

I would like to:      Add this landlord       Remove this landlord

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)

**Individual landlord - change 2**

I would like to:      Add this landlord       Remove this landlord

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)

**19. Add or remove a company landlord**

**Company landlord - change 1**

I would like to:      Add this landlord       Remove this landlord

Company name

Company Registration Office (CRO) number

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

**Company landlord - change 2**

I would like to:      Add this landlord       Remove this landlord

Company name

Company Registration Office (CRO) number

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



**Individual agent – change 2**

I would like to:    Add this agent             Remove this agent

First name           

Surname            

Personal Public Service Number (PPSN)           

Date of birth         /  /

**Correspondence address**

Address             

County              

Country             

Eircode (or post code if outside Republic of Ireland)       

Phone number      

Email

## 22. Add or remove a company agent

### Company agent – change 1

I would like to:    Add this agent             Remove this agent

Company name

Company Registration Office (CRO) number

### Correspondence address

Address

County

Country

Eircode (or post code if outside Republic of Ireland)

Contact name

Phone number

Email



## Part F: Add or remove a management company

### Management company – change 1

I would like to: Add this management company

Remove this management company

Company name

Company Registration Office (CRO) number

Registered company address

County

Country

Eircode (or post code if outside Republic of Ireland)

Contact name

Phone number

Email

### Management company – change 2

I would like to: Add this management company

Remove this management company

Company name

Company Registration Office (CRO) number

Registered company address

County

Country

Eircode (or post code if outside Republic of Ireland)

Contact name

Phone number

Email



## 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>.