

Guide to completing your Tenancy Data Sheet (TDS)

August 2026



Contents

Contents	1
How to access the Tenancy Data Sheet	2
How to edit the Tenancy Data Sheet	2
Composite registrations	3
Section 2: Landlord details	5
Section 3: Agent details	6
Section 4: Management company details	7
Section 5: Address of rented dwelling	8
Section 6: Tenancy details	9
Section 7: Tenant details	10
Section 8: Notice of rent setting	11
Section 9: Rent setting exemption	12
How to submit your TDS	13
If you already have an RTB Service Centre account	13
If you do not have an RTB Service Centre account	14
After you submit your TDS	16
Updating a TDS	16



How to access the Tenancy Data Sheet

The RTB will send a personalised Tenancy Data Sheet (TDS) to the contact email provided. Download the attached TDS to begin editing it.

How to edit the Tenancy Data Sheet

Section 1: Provider information and rent setting

The first page of the Tenancy Data sheet is Section 1. Provider information and Rent Setting. This section has now been given its own page on the Tenancy Data Sheet. These sections will be pre- filled with the information from the last academic year. Please review this information and ensure that this is correct and up to date.

At the bottom, you will see two declaration tick boxes. Please read these and complete carefully. Declaration tick boxes must be read and ticked to complete your TDS.

SECTION 1			
DEVELOPMENT NAME:*			
Development Address Line 1			
Development Address Line 2			
Development Address Line 3			
Development Address County			
Development Address Eircode			
*Please note that details relating to only one development can be entered on a Tenancy Data Sheet(TDS). If you need to register properties in more than one development please use a separate Tenancy Data Sheet for each development.			
Name For Request for Payment (Invoice):			
Address Line 1 for Request for Payment			
Address Line 2			
Address Line 3			
County			
Eircode			
Please indicate if you are the landlord, agent and or management company as appropriate. (Please use the dropdowns to select all that apply)		Landlord	Agent
		Please select...	Please select...
Management Company			
Please select...			
If you are an Agent or mgt company, please provide details of the person who completed the Tenancy Data Sheet			
Contact Name		Email	Contact Phone Number
I confirm I have the authority to act on behalf of the landlord(s) listed in this TDS and they have full knowledge I am completing tenancy registration(s) on their behalf. Please confirm by selecting the option in the box adjacent.			
I declare that, to the best of my knowledge and belief, all the information I have provided on this form is correct. Please complete the declaration by selecting the option in the box adjacent.			

Below this, you will see the Notice of Rent Setting checklist. Each box must be completed before returning the Tenancy Data Sheet.

Notice of Rent Setting Landlord Checklist	
I have read and understand the guidance on setting and reviewing rent at www.rtb.ie and understand the penalties for failure to comply with rent setting rules.	
I have served a notice of rent setting to the tenant(s) at the start of the tenancy	
I have used the RTB Rent Increase Calculator to calculate the maximum rent increase allowed for this rent setting (if applicable).	
I have used the RTB Published Register to provide examples of rent paid for three comparable dwellings.	
If claiming an exemption from rent increase restrictions - I have completed Rent Setting Exemption Notice and provided supporting evidence with this submission. I have provided a copy to the tenant(s).	
If claiming an exemption from rent increase restrictions - I have read on www.rtb.ie and understand the penalties for giving false and misleading information about an exemption, and for claiming an exemption where it does not apply.	
If inflation only rent increase restriction applied to a new apartment or student specific accommodation commenced from 10 June 2025 – I have a commencement notice or a 7-day notice, and a related certificate of compliance upon completion, under the Building Control Act 1990 that were submitted to a building control authority on or after 10 June 2025. I understand I may be asked to produce these documents during an RTB investigation or if a dispute is referred to the RTB.	



It is an offence to knowingly or recklessly furnish false or misleading information to the Residential Tenancies Board. If found guilty, a person shall be liable on summary conviction to a fine of up to €4,000 or a term of up to 6 months imprisonment or both.

If you have an edit you wish to make that is not covered below and you are unsure what to do, please contact ssa@rtb.ie.

Please be aware that all fields are mandatory except the tenant PPSN/email (further details on this are below).

Composite registrations

This column should be used to identify composite fees. If you believe your properties are eligible for a composite fee, please select 'Yes' in this column for each eligible property.

Please note that a composite is made up of between a minimum of 5 and a maximum of 10 dwellings:

- being registered at the same time
- owned by the same landlord
- that must be in the same property, accessed by a single main door or a single ground floor door (if apartment complex)
- whose registrations are all received within one month of the earliest tenancy start date

If the dwelling is part of a composite, please select **Yes** from the drop-down list.

Q1. What is a composite registration?

A composite registration is made up of between a minimum of five and a max of ten dwellings:

- being registered at the same time
- owned by the same landlord
- all dwellings must be in the same property, accessed by a single main door or a single ground floor door (if apartment complex)
- whose registrations are all received within one month of the earliest tenancy commencement date

Q2. What is considered a “dwelling” in student- specific accommodation?

All SSA providers are required to register their tenancies with the RTB. The registration requirements for SSA are different to those in the private rented sector. SSA



requirements state that each room in a unit must be registered. If a room is being rented, each room is considered as a tenancy/license.

In other words, each individual room is considered a separate tenancy / license. Each individual room that a student(s) resides in will be treated as 1 dwelling regardless of shared areas.

Each individual room will be treated as a dwelling. It makes no difference if there are 1 or more students in the room e.g. a twin room.

Q3. What is a composite fee?

A composite fee is a reduced fee of €170 for a composite of between a minimum of 5 and max of 10 dwellings.

Example one:

A block of 46 dwellings all accessed by a single main door, owned by the same landlord are registered at the same time. What fee must be paid?

- In this example, there are 5 composites. 4 of these composites will consist of 10 dwellings and the other consists of 6. Therefore, the fee would be €850 (5 x €170).

Example two:

A landlord is renting 1 student-specific unit with 7 twin rooms to 14 students. What fee must be paid?

- In this example, there is one composite consisting of 7 dwellings. Therefore, the fee would be €170.

Example three:

A landlord owns 2 apartments in the same student-specific accommodation block. 1 of the apartments has 9 bedrooms and the other has 2. What fee must be paid?

- In this example, there is one composite of 10 dwellings and 1 single dwelling. Therefore, the fee would be €210 (€170 + €40 single dwelling fee).



Section 2: Landlord details

Section 2 can be found on the second page of the Tenancy Data Sheet.

*Please note that this section is not present on the Tenancy Data Sheets issued to Higher Education Institutes. If you are a HEI, you should proceed to the next section.

[illegible]

Mandatory fields are colour coded as shown below.

Mandatory
Mandatory (if applicable fields are populated)
Not Mandatory



Section 3: Agent details

*This section will not be present for HEIs.

SECTION 3: Agent Details (if applicable)									
	Agent is a Company		Agent is an Individual			For Companies <u>and</u> Individuals			
Is Agent a Company or Individual?	Agent Company Name	Agent CRO Reg. No	Agent Name	Agent PPS	Agent Date of birth (DD MMMM YYYY)	Agent address	Agent Address Eircode	Agent Phone Number	Agent Email



Section 4: Management company details

*This section will not be present for HEIs.

SECTION 4: Management Company Details (if applicable)					
Management Company Name	Management Company CRO Reg. No	Management Company Address	Management Company Eircode	Management Company Phone Number	Management Company Email



Section 5: Address of rented dwelling

SECTION 5: Address of Rented Dwelling													
Rented Dwelling Building Name	Rented Dwelling Block No.	Rented Dwelling Unit No.	Rented Dwelling Room No.	Rented Dwelling Address Line 1	Rented Dwelling Address Line 2	Rented Dwelling Address Line 3	Rented Dwelling County	Rented Dwelling Eircode	Rented Dwelling Local Authority	Rented Dwelling Number of bedrooms	Rented Dwelling Number of bed spaces	Rented Dwelling Floor Area (m2) <i>(If the tenancy type selected is bedroom floor area or if the tenancy type selected is self-contained unit enter the self-contained unit floor area)</i>	Rented Dwelling BER Rating

The floor area (m²) and BER are new mandatory fields in this section.

We have retained the information submitted regarding address of rented dwelling. Please review this information to ensure it is correct.

Where you have new properties that would not have been on your TDS return for the last academic term, please add these to the next available row on the Excel Sheet.

The address should be entered one Excel row per room. To illustrate how address should be inputted please see address example: *Student Park House, Block 1, Apt 12, Room 1, Dublin Road, Co. Dublin, D02 AB12.*

- Building name: Please enter name of the building e.g. University House
- Block: This could be a name or a number e.g. College Hall or Block 1
- Unit no: This applies to units or apartments that consist of 1 or more rooms
- Room no: Please assign each room a number or letter if they don't already have one e.g. Room 1 or Room A
- Address Line 1, Address Line 2 and Address Line 3
- County
- Eircode: Please input Eircode all landlords are now required to provide the correct Eircode for their rented dwelling when completing a registration. This change has been made to ensure that the same dwelling is not registered multiple times and to improve the accuracy of our registration data.



Section 6: Tenancy details

SECTION 6: Tenancy Details									
Number of occupants	Are you registering a sub-let tenancy?	Confirm if utilities included in the rent amount (e.g. Electricity, TV Licence, Waste, Broadband)	Tenancy Start Date (DD MMMM YYYY)	Tenancy Rent Frequency (Weekly/Monthly/Semester/Full Academic Year)	Number of weeks in Semester or Full Academic Year (Tenancy Rent) (Only required if Semester or Full Academic year selected)	Tenancy Rent Amount € (Weekly/Monthly/Semester/Full Academic Year) <i>Rent Amount must align with Rent Frequency.</i>	Deposit paid by tenant (if any) €	Advance rent payment by tenant (if any)	If Fixed Term tenancy in place please indicate the duration in number of weeks

Please note that the following new fields have been added to this Section:

- [Registering a sub-let tenancy](#)
- [Confirmation if utilities included in rent amount](#)
- [Number of weeks in a semester or academic year.](#)
- [Duration of fixed term tenancy](#)
- No. of occupants: Please give the number of tenants in the room e.g. if it is a twin room there will more than likely be 2 tenants in the room
- Tenancy Commencement Date: This is the date the tenant(s) receives the key to their dwelling. This date should be entered in format of DD/MM/YYYY
- Frequency of Payment: This is how often the rent is paid to the landlord. Please choose between options of Month/Semester/Full Term
- Rental Amount: This is the rent amount paid each Month/Semester/Full Term for the room (not the tenant). This should be entered in the format 1234 or 1234.56 as appropriate. The cell will display the euro amount to two decimal places by default.
- Deposit Amount: Please give deposit amount here.
- Advance Rental Amount: Please give the amount of advance rent that each student has paid if any.

Please note that the law has been changed to clarify that a provider of SSA cannot seek or require a person to pay:

- An advance rent payment that exceeds one month's rent
- A deposit greater than one month's rent to secure a tenancy

In other words, SSA providers cannot seek or ask anyone to pay more than the equivalent of 2 months' rent in total to secure a tenancy.

A student may, if they wish, and with the agreement of their landlord/licensor, make an advance payment of rent exceeding an amount equivalent to one month's rent, only where the student is paying both rent and tuition fees to the same relevant provider.



Section 7: Tenant details

Please provide the details of the tenant(s) residing in each room. There may be more than 1 tenant in each room, therefore we have provided you with extra columns to allow for this, (we have allowed for up to 5 tenants per room, please contact ssa@rtb.ie if more tenant fields are needed).

Important: Please be aware that First Name and Surname are the only mandatory fields within the green columns. If the tenant does not have a PPSN or you are unable to provide tenant PPS number, you must ensure to place X in the column confirming that you made a reasonable effort to obtain same.

Tenant 1 Details				
First Name	Surname	PPS number	If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, please place an X in box below	Email Address (If Available)
Ciara	Cronin		x	ssa@rtb.ie



Section 8: Notice of rent setting

Notice of Rent Setting																										
PART A: Tenancy Details			PART B: Details of previous/next rent			PART C: Details of rent paid for comparable dwellings							Part D: Notice of Exemption from Rent Increase Restrictions													
						Comparable 1		Comparable 2		Comparable 3																
						Comparable 1		Comparable 2		Comparable 3																
						Comparable 1		Comparable 2		Comparable 3																
This tenancy is to be renewed or extended. Previous registered tenancy (SAI number and date of completion of valuation) or of a decision specific to the accommodation (SAI), where applicable, in the tenancy agreement (SAI-XXXX-XXXXXXX) (to be completed on 10 June 2023).	Previous registered tenancy (SAI number and date of completion of valuation) or of a decision specific to the accommodation (SAI), where applicable, in the tenancy agreement (SAI-XXXX-XXXXXXX) (to be completed on 10 June 2023).	Last rent frequency	Number of weeks in tenancy or Full Academic Year (Last Rent)	Last rent amount (£/yr)	Date last rent was set DD MM YYYY (2 or max 4) The national rent control was applied to this tenancy	Comparable 1 Registered tenancy (SAI number and date of completion of valuation) or of a decision specific to the accommodation (SAI-XXXX-XXXXXXX) (to be completed on 10 June 2023)	Comparable 1 Rent Frequency	Number of weeks in tenancy or Full Academic Year (Comparable 1 Rent)	Comparable 1 Rent amount (£/yr)	Comparable 2 Registered tenancy (SAI number and date of completion of valuation) or of a decision specific to the accommodation (SAI-XXXX-XXXXXXX) (to be completed on 10 June 2023)	Comparable 2 Rent Frequency	Number of weeks in tenancy or Full Academic Year (Comparable 2 Rent)	Comparable 2 Rent amount (£/yr)	Comparable 3 Registered tenancy (SAI number and date of completion of valuation) or of a decision specific to the accommodation (SAI-XXXX-XXXXXXX) (to be completed on 10 June 2023)	Comparable 3 Rent Frequency	Number of weeks in tenancy or Full Academic Year (Comparable 3 Rent)	Comparable 3 Rent amount (£/yr)	Comparable 4 Rent Frequency	Number of weeks in tenancy or Full Academic Year (Comparable 4 Rent)	Comparable 4 Rent amount (£/yr)	Comparable 5 Rent Frequency	Number of weeks in tenancy or Full Academic Year (Comparable 5 Rent)	Comparable 5 Rent amount (£/yr)	Comparable 6 Rent Frequency	Number of weeks in tenancy or Full Academic Year (Comparable 6 Rent)	Comparable 6 Rent amount (£/yr)
Please refer to the table Rent Setting Exemptions below if you are claiming an exemption from the rent increase restrictions																										

If you use the TDS form to provide notice to the RTB, you can use a shortened Rent Setting Notice form for your tenants. This can be issued as an appendix to the student's lease agreement, or as a separate email or letter.

You must send a rent setting notice to your tenant and the RTB at the start of the tenancy. To help SSA providers to do this, a notice of rent setting form is included in the TDS.

For each room, you must complete:

- Part A: Tenancy details
- Part B: Details of previous/new rent
- Part C: Details of rent paid for comparable dwellings
- Part D: Notice of exemption from rent increase restrictions (if applicable)



Section 9: Rent setting exemption

Notice of Rent Setting											
Part D: Notice of Exemption from Rent Increase Restrictions											
No Tenancy		Substantial Change						Reason 5-6: Declaration by landlord	Other reasons at end of tenancy or tenancy cycle		
Reason 1: No tenancy in last 2 years There was no tenancy in the dwelling in the 2 years immediately before the date the current tenancy started. If applicable please select X in the box below	Reason 2: No tenancy in last 12 months (protected structure) There was no tenancy in the dwelling in the 12 months immediately before the date the current tenancy started and: The dwelling is in a protected structure or proposed protected structure (as defined in Section 2 of the Planning and Development Act 2024). If applicable please select X in the box below	Reason 3: Permanent extension Works were carried out that permanently extended the dwelling and increased the floor area (as defined in Section 4 of the Residential Tenancies Act 2024, as amended) by at least 25% of the floor area as it stood immediately before the works began. If applicable please select X in the box below	Reason 4: BER improved by 7 or more ratings In the case of a dwelling to which the European Union (Energy Performance of Buildings) Regulations 2012 (S.I. No. 243 of 2012) apply, works were carried out that improved the BER by at least 7 building energy ratings. If applicable please select X in the box below	Reason 5: Other works completed (At least three or more of the following requirements must be complied with) If applicable please select X in the box below	If Reason 5 is selected, please confirm whether: The internal layout of the dwelling was permanently changed. If applicable please enter X in the box below	If Reason 5 is selected, please confirm whether: The dwelling was adapted to provide for access and use by a person with a disability, as defined in the Disability Act 2005. If applicable please enter X in the box below	If Reason 5 is selected, please confirm whether: A permanent increase in the number of rooms in the dwelling. If applicable please enter X in the box below	If Reason 5 is selected, please confirm whether: In the case of a dwelling to which the European Union (Energy Performance of Buildings) Regulations 2012 (S.I. No. 243 of 2012) apply and that has a BER of D1 or more, the BER was improved by at least 3 building energy ratings. If applicable please enter X in the box below	If Reason 5 is selected, please confirm whether: In the case of a dwelling to which the European Union (Energy Performance of Buildings) Regulations 2012 (S.I. No. 243 of 2012) apply and that has a BER of C3 or higher, the BER was improved by at least 2 building energy ratings. If applicable please enter X in the box below	The landlord confirms that the works carried out, and identified above, do not solely consist of works carried out for the purposes of complying with the landlord's obligation under section 121(5)(i) of the Residential Tenancies Act 2024, as amended, including to meet the minimum standards for residential rental accommodation. Please confirm by selecting the option in the box below.	Reason 5-6: Declaration by landlord The SSA tenancy/licence commenced on or after 1 March 2029 and the rent increase restriction was applied to that tenancy during at least the 3 years directly before this rent setting. The SSA tenancy/licence commenced on or after 1 March 2029 in a dwelling that was used as SSA and under tenancy/licence for at least six months during each of the past three years and the rent increase restriction was applied during that time. If applicable please select X in the box below.

SSA landlords can claim an exemption from national rent control rules and can set the rent at market rent if:

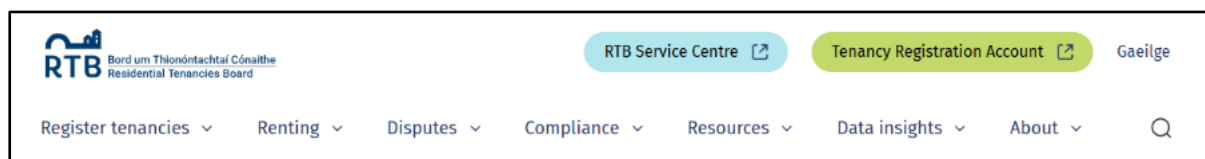
- There was no tenancy in the property for at least 2 years (or 1 year for a protected structure).
- The last tenancy ended for substantial renovation and the landlord has offered it back to the previous tenant. The property must have undergone ‘substantial change.’
- It is the end of a 3-year cycle for a student specific accommodation tenancy after 1 March 2029.



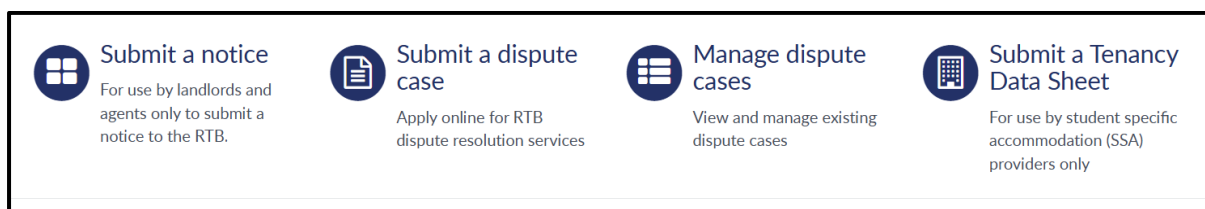
How to submit your TDS

If you already have an RTB Service Centre account:

1. Once you have completed your TDS, save the file.
2. Go to rtb.ie and click on the **RTB Service Centre**.



3. Click on **Submit a Tenancy Data Sheet**



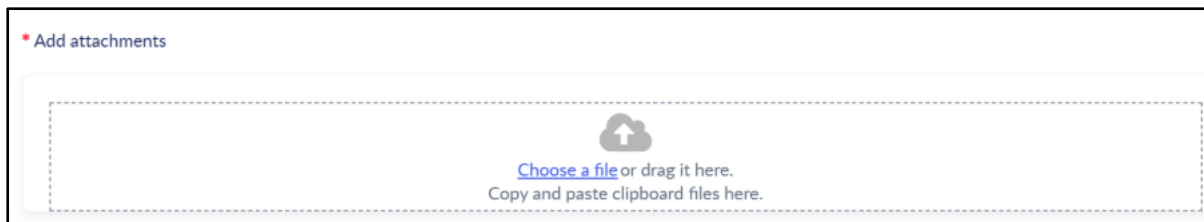
Enter the following details:

- **SSA development number** – you can find this in the SSA registration email we sent you. If you don't have a number, please contact ssa@rtb.ie
- **SSA development name** – enter the name listed in your SSA registration email
- **Academic year** – please select from the dropdown menu
- **Additional details** – include any other relevant information

You must complete one TDS for each SSA development and submit them separately.

A screenshot of the TDS submission form. It contains four fields: 1. 'SSA development number' with a red asterisk and a help icon. 2. 'SSA development name' with a red asterisk and a help icon. 3. 'Academic year' with a red asterisk and a dropdown menu showing '2026/2027'. 4. 'Additional details' with a help icon and a large text area for input.

5. Add your Tenancy Data Sheet

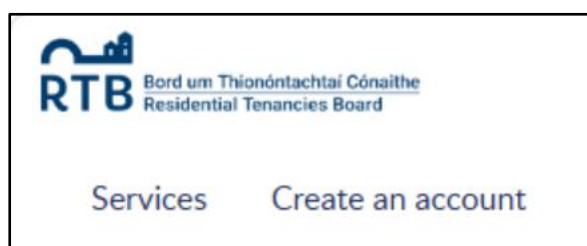


6. Click on **Submit**

If you do not have an RTB Service Centre account:

If you do not have an RTB Service Account, you will need to create one. To do this:

- Go to rtb.ie and click on the **RTB Service Centre**. Click **Create an account** at the top of the page



2. There are three account types to choose from:

- Individual** – select this if you are an individual customer.
- Organisation** – select this if you are the first person to create an RTB Service Centre account for your organisation. You will need to create an organisation access code. You will also need to enter contact details for the main account manager.
- Organisation – Employee** – select this if your organisation already has an RTB Service Centre account. You will need your organisation access code to connect your employee account to your employer account.

3. Fill in the required fields and click on **Create an account**. If you are creating an organisation account, you will need to enter your Companies Registrations Office number.



Create a new organisation account

* Indicates required

Organisation information

* Organisation name

* Organisation access code 

* Companies Registration Office (CRO) number

4. Once you have created an account, please follow the steps above for those with an account.



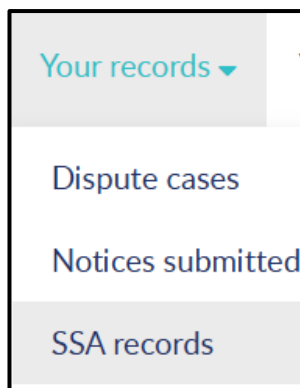
After you submit your TDS

Please email ssa@rtb.ie to let us know that you have submitted your TDS. It will not be processed until we receive this email.

Once you have emailed us, we will acknowledge receipt. We will process the TDS and we will issue you with a Request for Payment with details of fees owed.

Updating a TDS

1. If you need to update a TDS, edit it first offline.
2. Then go to **Your records** in the RTB Service Centre and click on **SSA Records**.



3. Find the case for your development and use the paperclip to attach your updated TDS file to the same case.

