

Application to appeal to a tribunal

Appealing a dispute case to a tribunal hearing

A Residential Tenancies Board (RTB) tribunal is a full re-hearing of all the relevant facts of a dispute. Either party can appeal to a tribunal after the dispute has been through mediation or an adjudication hearing.

- The cost of this service is €30 after mediation or €85 after adjudication.
- The full case is presented again. Either party can submit extra evidence before the hearing.
- This is the final stage of the dispute resolution process.
- You do not need legal representation from a solicitor or barrister.
- You can only appeal about the dispute reasons included in your original case. You must make a new dispute application to bring forward any new dispute reasons.

Time limit to appeal a mediation case

- You have 10 working days from the date your mediation ended to refer your dispute to a tribunal hearing.
- We count the day that your mediation ended as day 1 of your 10 working days to appeal.
- Your 10 days does not include Saturdays, Sundays and bank holidays.

Time limit to appeal an adjudication case

- You have 10 working days from the date your adjudication report is delivered to refer your dispute to a tribunal hearing.
- We count the day that your report is delivered as day 1 of your 10 working days. This is based on An Post tracking.
- Your 10 days does not include Saturdays, Sundays and bank holidays.

Submitting your appeal on time

- You must return your appeal application together with the correct fee within the time limit allowed.
- If you send your appeal application by post, you must get a 'Certificate of Postage' from the post office. You can use this to prove your appeal application was posted on time.
- If you send a late appeal application after mediation, we cannot accept it outside of the strict time limits listed above.
- If you send a late appeal application after adjudication, it must go to the RTB Board who will decide whether to accept your appeal application. Late appeals are only allowed in limited cases. For example, when you have proof, such as a medical certificate, to explain the delay.



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

Section 1: Who is making this appeal?

Dispute reference number

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I am making this appeal as a:

Tenant ☐ Private landlord ☐ Approved housing body ☐

Student-specific accommodation landlord ☐ Cost rental landlord ☐

Representative or agent ☐ Third party / neighbour ☐

Note

You can select landlord or tenant if you are the former landlord or tenant of a tenancy that has ended.

Will you need an interpreter at your tribunal hearing?

Yes ☐ No ☐

If yes, what language do you need interpretation in?

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Do you have any other special requirements or accessibility requests you would like to share with us?

Yes ☐ No ☐

If yes, please describe:



Section 2: Details of person or company making appeal (appellant)

If you are making your own appeal, fill in your details in this section. If you are an agent or representative, add details for the person or company you are making the appeal for.

Person or company making appeal (1)

First name

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Surname

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If the appellant is a company, please provide the full company name

Current address

Eircode

--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

Personal Public Service Number (PPSN)

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or
Company Registration Office (CRO) number

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or
AHB reference number

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Person or company making appeal (2)

First name

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Surname

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If the appellant is a company, please provide the full company name

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Current address

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Eircode

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Telephone

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Mobile

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Email

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Personal Public Service Number (PPSN)

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or

Company Registration Office (CRO) number

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or

AHB reference number

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Note

If there are more than two people making this appeal, please photocopy this page and attach it to the application form.



Section 3: Agent or representative details

I am completing this appeal application as a:

Letting agent ☐ Solicitor ☐ Other representative ☐

If you selected 'Other representative,' please explain:

First name

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Surname

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If the representative is a company, please provide the full company name

Current address

Eircode

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Telephone

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Mobile

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Email

Authority to act on behalf of client

I confirm that I have the authority to act on behalf of the appellant. I also confirm that my client understands that I am making this appeal application on their behalf. ☐

Note

If you are a representative or agent, you must submit a letter of authority to act on behalf of your client together with this appeal application.

Section 4: Reason for appeal

Please state the reason why you want to appeal your case to a tribunal hearing:

- ☐ I disagree with the adjudicator's decision
- ☐ I believe the adjudicator made an error in their decision
- ☐ I was unable to attend the hearing
- ☐ The respondent (the person I took the dispute against) did not attend the hearing
- ☐ We did not reach an agreement at our mediation hearing
- ☐ Other, please explain

Evidence to support your appeal

You can send any additional evidence that you would like to share to support your appeal together with this application form. You do not need to re-send any evidence that you already submitted before your mediation or adjudication hearing.

Any evidence that you submit will be shared with the tribunal panel and with the other dispute party. For this reason, you should only share evidence you are happy for the other case party to see. When you submit evidence, remember to black out or redact any personal data and confidential information that are not related to the case (for example, bank details).

You can read our full Guide to Evidence at: www.rtb.ie/disputes/guide-to-evidence.

Section 5: Applicant signature(s)

We need a signature for all applicants to progress your dispute resolution case. Please sign below before you send this form to the RTB.

Signature(s)		Date	/ /
			DD/MM/YYYY
Signature(s)		Date	/ /
			DD/MM/YYYY
Signature(s)		Date	/ /
			DD/MM/YYYY
Signature(s)		Date	/ /
			DD/MM/YYYY

Section 6: Paying your appeal fee

You must pay an appeal fee of:

- €30 after mediation
- €85 after adjudication

I will pay my appeal fee by:

- ☐ Cheque (made payable to RTB)
- ☐ Postal order
- ☐ Bank draft
- ☐ Credit or debit card (only available for applications made through RTB Service Centre)

Note

The RTB cannot accept cash payments for security reasons. Please attach your payment to this application form. If you select to pay by credit or debit card, a member of our team will send you a link by email to pay.

Section 7: Returning the application form

Please send a completed copy of this application form together with the correct fee to:

Tribunals Section,
Residential Tenancies Board,
P.O. Box 13841,
Freepost FKY7736,
Killorglin, Co Kerry

You can also email a copy of this form to tribunals@rtb.ie.

How we handle your personal data

The RTB respects your privacy and is committed to complying with Data Protection law. For information on how the RTB handles your personal data, please read the RTB Privacy Statement at <https://www.rtb.ie/privacy-statement>.