



STATUTORY INSTRUMENTS.

S.I. No. 150 of 2016



RESIDENTIAL TENANCIES ACT 2004 (PRESCRIBED FORM)
REGULATIONS 2016

S.I. No. 150 of 2016

RESIDENTIAL TENANCIES ACT 2004 (PRESCRIBED FORM)
REGULATIONS 2016

The Minister for the Environment, Community and Local Government, in exercise of the powers conferred on him by section 8 of the Residential Tenancies Act 2004 (No. 27 of 2004) (as adapted by the Environment, Heritage and Local Government (Alteration of Name of Department and Title of Minister) Order 2011 (S.I. No. 193 of 2011)), hereby makes the following regulations:

1. These Regulations may be cited as the Residential Tenancies Act 2004 (Prescribed Form) Regulations 2016.
2. (a) The form set out in Part 1 of the Schedule to these Regulations is the form prescribed for the purposes of an application under section 134(3) of the Residential Tenancies Act 2004, or

(b) in the case of a tenancy referred to in section 134(2A) of the Residential Tenancies Act 2004, the form set out in Part 2 of the Schedule to these Regulations is the form prescribed for the purposes of an application under section 134(3) of the Residential Tenancies Act 2004.
3. The Residential Tenancies Act 2004 (Prescribed Form) Regulations 2015 (S.I. 257 of 2015) are revoked.

*Notice of the making of this Statutory Instrument was published in
"Iris Oifigiúil" of 8th April, 2016.*

Part 1

Tenancy Registration Application Form RTB1



Important! This form should be completed in BLOCK CAPITALS using BLACK ink. Write clearly and stay within the boxes. Use only one character per box. Place X in the appropriate box(es) to indicate your choices. Please ensure you have read the notes on page 8 of this form.

Section 1 - Application Type (See Note 1)

1. Registration New Further Part 4 Historic

If you have selected "Further Part 4" above, please insert previous registration number

2. Previous RT No. *

Section 2 - Details of the Rented Dwelling (See Note 2)

3. Address of Rented Dwelling *

Apt./House No.

Address Line 1

Address Line 2

Address Line 3

Address Line 4

County

Eircode

4. Dwelling Type *

House Apartment Flat Part of House Maisonette Bedsit

5. Property Type * (if the dwelling type selected above is House, Part of House or Maisonette, place an X in the relevant box below to indicate the property type)

Semi Detached Detached House Terraced

6. No. of Bedrooms *

7. No. of Occupants

8. BER Rating (if any)

9. Local Authority in which rented dwelling is located *

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Section 4A - Landlord Details continued (See Note 4A)

18. Landlord - Name and Contact Details

Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode

Country

Telephone No.

Mobile No.

Email

If you wish to opt out of receiving tenancy information from the RTB by email, please insert X in the box

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19. Landlord - Name and Contact Details

Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode

Country

Telephone No.

Mobile No.

Email

If you wish to opt out of receiving tenancy information from the RTB by email, please insert X in the box

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Section 4B - Tenants (See Note 4B)

20. Tenant

First Name *

Surname *

Mobile No.

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

21. Tenant

First Name *

Surname *

Mobile No.

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

22. Tenant

First Name *

Surname *

Mobile No.

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

23. Tenant

First Name *

Surname *

Mobile No.

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

24. Tenant

First Name *

Surname *

Mobile No.

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

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Section 5 - Details of the Landlord's Authorised Agent (See Note 5)

If you wish to enter a company name, please do so using the First Name and Surname fields.

25. Landlord Authorised Agent

Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode

Country

Telephone No.

Licence No.

If you wish to opt out of receiving tenancy information from the RTB by email, please insert X in the box

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Section 6 - Management Company (See Note 6)

THIS SECTION IS ONLY FOR USE WHERE THE RENTED DWELLING IS AN APARTMENT IN AN APARTMENT COMPLEX

26. Apartment Blocks / Complexes Only

Name *

Address *

County

Eircode

Country

Telephone No.

CRO Reg. No. *

Section 7 - Declaration by Applicant (See Note 7)

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, a person shall 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.

Before submitting this form, please ensure you have read the notes on page 8 of this form.

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

Applicant Signature

Date / /

Declaration of Undertaking for Deduction for Interest on Borrowings

To register an undertaking by a landlord to make a dwelling available for a period of three years to a tenant in receipt of rent supplement, or to a tenant whose rent is payable by a local authority, in order that the landlord may apply to the Revenue Commissioners, after the end of the three year period, for a 100% rather than a 75% deduction for interest on borrowings under Section 97(2K) Taxes Consolidation Act 1997.

I [INSERT NAME] _____ undertake to make, or continue to make, the dwelling the subject of the above registered tenancy available under a qualifying lease for a period of three years commencing on [DD/MM/YYYY] ____/____/____ to a qualifying tenant in order to qualify for 100% interest relief as provided for in Section 97(2K) Taxes Consolidation Act 1997.

Signature:

Date: / /

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 Section 146 of the Residential Tenancies Act 2004.

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

Please return this RTB registration form with fee by post to -

**Residential Tenancies Board,
Registration Section,
PO Box 47,
Clonakilty,
Co. Cork.**

Section 8 - Fees & Payment Details (See Note 8)

Type of Application		Fee
Standard Fee	Application received by RTB within one month of Tenancy commencement	€90
Late Fee	Application received by RTB more than one month after tenancy commencement date	€180
Historic Fee	Application received more than one month after the tenancy commencement and the commencement date was on or before 31/12/2010	€140
Composite Fee	Multiple tenancies in one building being registered by one Landlord at same time and all received within one month of tenancy commencement date	€375
3rd Registration or subsequent in a 12 month period	Where in respect of the same dwelling, a change of tenancy occurs within a 12 month period a maximum of two registration fees apply. 3rd and subsequent no fee applies providing they are received on time	No Fee

Payment Type

Please indicate the method of payment you wish to use

Credit Card
 Debit Card
 Cheque
 Postal Order
 Bank Draft

If you have selected Credit Card or Debit Card above, complete mandate below

MANDATE

Cardholder
 Address
 County
 Eircode
 Mobile No.
 Card No.
 Expiry Date / (MM / YY)
 CVV/CVS (last 3 numbers on the back of card)

Please debit my account by €

Cardholder Signature

Date / /

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Please note that all fields marked with an asterisk * are mandatory and 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 (Section 1 – Application Type)

The application type is required. A “New” tenancy registration means a new tenancy agreement that is in place. A “Further Part 4” refers to tenancies that have existed for 4 years (or longer). When a tenancy has been in existence for 4 years it must be re-registered with the RTB. The commencement date of a Further Part 4 tenancy is the expiry of a 4 year period. For example the commencement date for a Further Part 4 tenancy where the original tenancy began on the 1 January 2011 will be 1 January 2015. If you are registering a Further Part 4 tenancy please indicate the previous RT number. You can locate this on the confirmation letter which would have been issued by the RTB or by contacting the RTB at 0818 30 30 37. A “Historic” tenancy is a tenancy which is no longer in existence and was never registered with the RTB until now.

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 2 - Details of the Rented Dwelling)

The full address of the rented dwelling must be given. If the rented dwelling is an Apartment or Flat then the Apartment number or Flat number must be given.

Only complete question 5 (Property Type) if Dwelling Type selected at question 4 is House, Part of House or Maisonette.

Number of bedrooms must be provided; this is not the same as number of bed spaces.

Note 3 (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. From the 15th of July 2009 please note that the definition of “tenancy” under the Residential Tenancies Act 2004 does not include a tenancy the term of which is more than 35 years.

The tenancy commencement date depends on the circumstances of each individual tenancy. For example, if there is a written lease/tenancy agreement the tenancy commencement date will usually be clearly stated within the lease/tenancy agreement. However, it may also be the date on which it is agreed verbally that the tenant:

- is entitled to take up occupation of the dwelling in question
- or
- actually takes up occupation of the dwelling.

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.

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

All charges paid by the tenant must be ticked in boxes provided. If not specified then other charges box must be ticked and these listed in space provided.

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

Note 4A (Section 4A – Landlord Details)

Please note that the address provided here is the address which will be used for correspondence purposes by the RTB in respect of this registration.

Landlord's Personal Public Service Number (PPSN) **must** be provided if the landlord has a PPSN. A PPSN is unique to each individual. It is used to distinguish between individuals with similar names or addresses. The PPSN is usually identified on tax certificates and welfare statements. If you do not have a PPSN please contact your local Department of Social Protection office. Use of the PPSN is governed by law. The PPSN Code of Practice is available from the Department of Social Protection and on their website www.welfare.ie

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

Please include the details of any additional landlords. Please note that the address of the landlord given on this form will be used by the RTB for corresponding with the landlord in relation to this tenancy.

Note 4B (Section 4B – Tenants)

Please use Section 4B of this form to list all tenants in the rented dwelling. Minors (persons under the age of 18) are not required to be registered.

The PPSN of the tenant(s) should be provided. If tenant(s) has no PPSN or you have made a reasonable effort to obtain it but it has not been provided please tick space provided. Please note that the tenant's PPSN is required in the event of a subsequent dispute between the landlord and tenant. If a landlord does not have a correspondence address for a former tenant, it may be possible in limited circumstances for the RTB to trace the tenant, using their PPSN, to serve dispute case papers on them.

Note 5 (Section 5 – Details of the Landlord's Authorised Agent)

Give the details of the person/company who is authorised to act on behalf of the landlord in relation to the tenancy of the rented dwelling.

Note 6 (Section 6 – Management Company)

Only complete this section if the dwelling is an apartment in an apartment complex under the operation of a management company.

Note 7 (Section 7 – Declaration)

In this part you confirm that all information is true and accurate.

Note 8 (Section 8 – Fees & Payment Details)

Ensure that you have included the correct fee. There are no exceptions to the late fee. Since the Residential Tenancies Act 2004 prescribes that a late fee shall apply the RTB has no discretion to waive the late fee regardless of the reasons or circumstances for the delay.

Fees paid by cheque, postal order or bank draft should be made payable to the RTB. The cheque should be crossed. You may pay by credit/debit card by completing the mandate in Section 8. If more than one application is submitted in the same envelope, credit/debit card details for each application must be completed. For security reasons, the RTB is unable to accept cash as payment for fees.

The fees set out in the table in Section 8 are the current fees at the time of printing. As fees could be subject to change in the future, you are advised to check up-to-date fees payable at the time of registration the tenancy. Details are available at www.rtb.ie

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Part 2

Approved Housing Bodies Tenancy Registration Application Form RTB2



Important! This form should be completed in BLOCK CAPITALS using BLACK ink. Write clearly and stay within the boxes. Use only one character per box. Place X in the appropriate box(es) to indicate your choices. Please ensure you have read the notes on page 8 of this form.

Section 1 - Details of the Rented Dwelling (See Note 1)

1. Address of Rented Dwelling *

Apt./House No.

Address Line 1

Address Line 2

Address Line 3

Address Line 4

County

Eircode

2. Dwelling Type *

House Apartment Flat Part of House Maisonette Bedsit

3. Property Type * (if the Dwelling Type selected above is House, Part of House or Maisonette, place an X in the relevant box below to indicate the Property Type)

Semi Detached Detached House Terraced

4. No. of Bedrooms *

5. No. of Occupants

6. BER Rating (if any)

7. Local Authority in which rented dwelling is located *

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Section 2 - Details of Tenancy (See Note 2)

8. If the tenancy is for a fixed term, please indicate the duration of the term * Years Months

9. Tenancy commencement date * / /

10. Rental Amount * € .

11. Deposit Amount € .

12. Frequency of Payment * Weekly Monthly Annually

13. Charges (incurred by tenant) *

Electricity Oil TV Licence Waste Gas Other

Details of "Other" charges

Section 3A - Landlord Details (See Note 3A)

14. **Landlord** - Name and Contact Details

AHB Name *

AHB Ref. No. CRO Reg. No. *

AHB Ref. Number as provided by RTB CRO must be provided if applicable

Address *

County

Eircode

Country

Telephone No.

Mobile No.

Email

If you wish to opt out of receiving tenancy information from the RTB by email, please insert X in the box

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Section 3B - Tenants (See Note 3B)

15. Tenant

First Name *

Surname *

Mobile No.

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

16. Tenant

First Name *

Surname *

Mobile No.

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

17. Tenant

First Name *

Surname *

Mobile No.

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

18. Tenant

First Name *

Surname *

Mobile No.

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

19. Tenant

First Name *

Surname *

Mobile No.

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

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Section 4 - Details of the Landlord's Authorised Agent (See Note 4)

20. Landlord Authorised Agent

Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode

Country

Telephone No.

Licence No.

Section 5 - Management Company (See Note 5)

THIS SECTION IS ONLY FOR USE WHERE THE RENTED DWELLING IS AN APARTMENT IN AN APARTMENT COMPLEX

21. Apartment Blocks / Complexes Only

Name *

Address *

County

Eircode

Country

Telephone No.

CRO Reg. No. *

Section 6 - Declaration by Applicant (See Note 6)

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, a person shall 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.

Before submitting this form, please ensure you have read the notes on page 8 of this form.

Please proceed to Section 7 for payment.

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

Applicant's Signature

Date / /

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 Section 146 of the Residential Tenancies Act 2004.

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

Please return this RTB registration form with fee by post to -

**Residential Tenancies Board,
Registration Section,
PO Box 47,
Clonakilty,
Co. Cork.**

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Section 7A - Fees (See Note 7A)

	Type of Application	Fee
Standard Fee	Application received within 12 months of the Commencement Order Date of legislation – reduced fee 12 month only.	€45
	Application received after initial 12 months mentioned above but within one month of the Tenancy Commencement Date.	€90
Late Fee	Application received after the initial 12 months and more than a month after the tenancy commencement date Commencement Order Date .	€180
Composite Fee	Max of ten Tenancies in one building being registered by same Landlord at same time but within 12 months of the Commencement Order Date .	€187.50
	Composite application mentioned above received after initial 12 months but within one month of the earliest tenancy commencement date.	€375
3rd Registration or Subsequent in a 12 month period	No fee applies to the 3rd and subsequent registration in a 12 month period in respect of the same dwelling, providing they are received within one month of the tenancy commencement date of the new tenancy.	No Fee

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Section 7B - Payment Details (See Note 7B)

Payment Type - please indicate the method of payment you wish to use

Credit Card Debit Card Cheque Postal Order Bank Draft

If you have selected Credit Card or Debit Card above, complete mandate below

MANDATE

Cardholder

Address

County

Eircode

Mobile No.

Card No.

Expiry Date / (M M / Y Y)

CVV/CVS (last three numbers on the back of card)

Please debit my account by €

Cardholder Signature

Date / /

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Please note that all fields marked with an asterisk * are mandatory and 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 (Section 1 – Details of the Rented Dwelling)

The full address of the rented dwelling must be given. If the rented dwelling is an Apartment or Flat then the Apartment number or Flat number must be given.

Only complete question 3 (Property Type) if Dwelling Type selected at question 2 is House, Part of House or Maisonette.

Number of bedrooms must be provided.

Note 2 (Section 2 – Details of Tenancy)

If the tenancy is for a fixed term, the length of that term must be provided. If the tenancy has no fixed term, please leave the years/ months option blank.

Any Approved Housing Body (AHB) Tenancies in existence prior to the commencement order date of the legislation should be given a Tenancy Commencement date which is that of the Commencement order date. From the 15th of July 2009 please note that the definition of a "tenancy" under the Residential Tenancies Act 2004 does not include a tenancy the term of which is more than 35 years.

For AHB Tenancies that commence after the Commencement order date, the tenancy commencement date depends on the circumstances of each individual tenancy. For example, if there is a written lease/tenancy agreement the tenancy commencement date will usually be clearly stated within the lease/tenancy agreement. However, it may also be the date on which it was agreed verbally that the tenant:

-is entitled to take up occupation of the dwelling in question

Or

-actually takes up occupation of the dwelling.

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

Rental amount must be completed. This amount must be the total amount received by the landlord each week/month/year.

All charges paid by the tenant must be ticked in boxes provided. If not specified then other charges box must be ticked and these listed in space provided.

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

Note 3A (Section 3A – Landlord Details)

AHB Name must be provided. This name must be the same name which was supplied to the Department of Environment, Community and Local Government when seeking approved housing body approval.

Please note that the address provided here should be the address which you have supplied to the Department of Environment, Community and Local Government when seeking approved housing body approval. If your address has changed since then you may enter your new correspondence address. You may be asked to verify this address at some point.

You must also enter your unique AHB Reference number as provided by the RTB. If you have mislaid this number please contact the RTB at 0818 30 30 37 to obtain same.

If you are a company, then the registered number of that company (CRO) must be provided.

Note 3B (Section 3B – Tenants)

Please use Section 3B. of this form to list all tenants in the rented dwelling. Minors (persons under the age of 18) are not required to be registered.

The PPSN of the tenant(s) should be provided. If tenant(s) has no PPSN or you have made a reasonable effort to obtain it but it has not been provided please tick space provided. Please note that the tenant's PPSN is required in the event of a subsequent dispute between the landlord and tenant. If a landlord does not have a correspondence address for a former tenant, it may be possible in limited circumstances for the RTB to trace the tenant, using their PPSN, to serve dispute case papers on them.

Note 4 (Section 4 – Details of the Landlord's Authorised Agent)

Give the details of the person/company who is authorised to act on behalf of the landlord in relation to the tenancy of the rented dwelling.

Note 5 (Section 5 – Management Company)

Only complete this section if the dwelling is an apartment in an apartment complex under the operation of a management company.

Note 6 (Section 6 – Declaration)

In this part you confirm that all information is true and accurate.

Note 7A (Section 7A – Fees)

The fees set out in the table in Section 7A are the current fees at the time of printing. The reduced rate for the registration of AHB Tenancies applies for the initial 12 months from the commencement order date only. After the 12 months the standard fees apply. Any queries in relation to the fees can be addressed by calling 0818 30 30 37 or by visiting our website at www.rtb.ie.

Note 7B (Section 7B – 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. You may pay by credit/debit card by completing the mandate in Section 7B. If more than one application is submitted in the same envelope, credit/debit card details for each application must be completed. For security reasons, the RTB is unable to accept cash as payment for fees

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GIVEN under the Official Seal of the Minister for the Environment,
Community and Local Government.
6 April 2016.

ALAN KELLY,
Minister for the Environment, Community and Local
Government.

EXPLANATORY NOTE

(This note is not part of the Instrument and does not purport to be a legal interpretation)

These Regulations prescribe the form to be used when making an application to the Private Residential Tenancies Board to register the tenancy of a dwelling.

BAILE ÁTHA CLIATH
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR
Le ceannach díreach ó
FOILSEACHÁIN RIALTAIS,
52 FAICHE STIABHNA, BAILE ÁTHA CLIATH 2
(Teil: 01 - 6476834 nó 1890 213434; Fax: 01 - 6476843)
nó trí aon díoltóir leabhar.

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