



STATUTORY INSTRUMENTS.

S.I. No. 257 of 2015

RESIDENTIAL TENANCIES ACT 2004 (PRESCRIBED FORM)
REGULATIONS 2015

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RESIDENTIAL TENANCIES ACT 2004 (PRESCRIBED FORM)
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I, PAUDIE COFFEY, Minister of State at the Department of the Environment, Community and Local Government, in exercise of the powers conferred on me 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. 193 of 2011)), which powers are delegated to me by the Environment, Community and Local Government (Delegation of Ministerial Functions) Order 2014 (S.I. No. 524 of 2014), hereby make the following regulations:

1. These Regulations may be cited as the Residential Tenancies Act 2004 (Prescribed Form) Regulations 2015.
2. The form set out in the Schedule to these Regulations is prescribed for the purposes of section 134(3) of the Residential Tenancies Act 2004.
3. The Residential Tenancies Act 2004 (Prescribed Form) Regulations 2012 (S.I. 162 of 2012) are revoked.

*Notice of the making of this Statutory Instrument was published in
"Iris Oifigiúil" of 23rd June, 2015.*

SCHEDULE

Regulation 2

Tenancy Registration Application Form PRTB1

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.



Bord Um Thionóntachtaí Cónaithe Priobháideacha
Private Residential Tenancies Board

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 See Note on Eircode on page 6

PRTB05811_EN_PRT_L_4

PRTB05811_EN_PRT_L_4

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 Bed Spaces * 8. No. of Occupants *
9. Approximate floor area in square meters * 10. BER Rating (if any)

11. Local Authority in which rented dwelling is located *

PRTB05811_EN_PRT_L_4

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

20. Landlord - Name and Contact Details Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode See Note on Eircode on page 6

Country

Telephone No.

Mobile No.

Email

If you wish to receive tenancy information from the PRTB by email, please insert X in the box

21. Landlord - Name and Contact Details Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode See Note on Eircode on page 6

Country

Telephone No.

Mobile No.

Email

If you wish to receive tenancy information from the PRTB by email, please insert X in the box

Section 4B - Tenants (See Note 4B)

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

25. 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

26. 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

Section 5 - Details of the Landlords Authorised Agent (See Note 5)

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

27. Landlord Authorised Agent Individual Company

First Name *

Surname *

PPSN * CRO Reg. No. *

Address *

County

Eircode See Note on Eircode on page 6

Country

Telephone No.

Mobile No.

Licence No.

If you wish to receive relevant tenancy information from the PRTB by email, please insert X in the box

Section 6 - Management Company (See Note 6)

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

28. Apartment Blocks / Complexes Only

Name *

Address *

County

Eircode See Note on Eircode on page 6

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 6 months or both.

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

I declare that the information I have given is correct.

Applicant Signature

Date / /

Registration Data collected by the Private Residential Tenancies Board (PRTB) 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 PRTB 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 PRTB for your own records.

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

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

Eircode Note (Eircodes are due to be launched in July 2015)

Eircode is the new national postcode system. You can find the Eircode for the relevant address at www.eircode.ie. By not providing an Eircode, your address details may not be recorded distinctly due to the non-unique nature of Irish addresses. This can lead to issues with duplicates due to variations in how addresses are provided by you over time. This can affect the accuracy of records held by the PRTB and thus the correct level of accurate interaction between the PRTB and you.

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

Type of Application		Fee
Standard Fee	Application received by PRTB within 1 month of Tenancy commencement	€90
Late Fee	Application received by PRTB more than 1 month after tenancy commencement date	€180
Historic Fee	Application received more than 1 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 1 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 2 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 See Note on Eircode on page 6

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 / /

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 PRTB. 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 PRTB or by contacting the PRTB at 0818 30 30 37. "A "Historic" tenancy is a tenancy which is no longer in existence and was never registered with the PRTB 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 6 (Property Type) if Dwelling Type selected at question 5 is Whole of House, Part of House or Maisonette.

Number of bed spaces must be provided, please note a double bed equals 2 bed spaces.

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

Please give approximate floor area of the rental unit not the floor area of the full premises unless the full premises is the subject of this registration application. To convert from square feet to square metres the following values should be used:

- 1 sq. foot = 0.0929 sq. metres
- 1 sq. yard = 0.8361 sq. metres

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 PRTB.

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.prtb.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 PRTB in respect of this registration.

Landlords Personal Public Service Number (PPSN) must be provided if the landlord has a PPSN. A PPSN (formerly known as RSI number) 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 (CRD) 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 PRTB 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 PRTB to trace the tenant, using their PPSN, to serve dispute case papers on them.

Note 5 (Section 5 – Details of the Landlords 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 PRTB 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 PRTB. 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 PRTB 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.prtb.ie

GIVEN under my hand,
18 June 2015.

PAUDIE COFFEY,
Minister of State at the Department of 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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