

Student Specific Accommodation Tenancy Registration Form RTB3



This form should be used to register Student Specific Accommodation (SSA) tenancies. SSA is housing built for students or designated for students and used for the sole purpose of providing residential accommodation to students during the academic term.

Each individual room that a student(s) resides in should be registered using a RTB3 form.

Section 1 – Details of the Rented Dwelling

1. Address of Rented Dwelling

Room Number

Apt/House Number

Address line 1

Address line 2

Address line 3

Address line 4

County

Eircode

2. Bed Spaces

3. If you have previously registered a tenancy at this dwelling, please insert previous registration number

Previous SA No.

Section 2 – Details of Tenancy

4. Number of Occupants

5. Tenancy commencement date / /

6. Frequency of Payment Monthly Semester Full Term

7. Rental Amount € .

This is the rent amount paid each Month/Semester/Full Term for the room (not tenant)

Section 3A – Landlord Details

If you wish to enter a company name, please do so by ticking the Company box and using the Company Name field

8. **Landlord** - Name and contact details **Are you:** **Individual** **Company**

First Name

Surname

PPSN

Company Name

CRO Reg. No.

Address

County

Country **Eircode**

Telephone No. **Mobile No.**

Email

If you wish to accept communications electronically, please insert X in the box

If you wish to participate in surveys for research purposes, please insert X in the box

Section 3A – Landlord Details continued

If you wish to enter a company name, please do so by ticking the Company box and using the Company Name field

9. **Landlord** - Name and contact details **Are you:** **Individual** **Company**

First Name

Surname

PPSN

Company Name

CRO Reg. No.

Address

County

Country **Eircode**

Telephone No. **Mobile No.**

Email

If you wish to accept communications electronically, please insert X in the box

If you wish to participate in surveys for research purposes, please insert X in the box

Section 3B – Tenants

10. Tenant - Name and contact details

First Name

Surname

PPSN

E-mail (if available)

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

11. Tenant - Name and contact details

First Name

Surname

PPSN

E-mail (if available)

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

12. Tenant - Name and contact details

First Name

Surname

PPSN

E-mail (if available)

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

13. Tenant - Name and contact details

First Name

Surname

PPSN

E-mail (if available)

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

14. Tenant - Name and contact details

First Name

Surname

PPSN

E-mail (if available)

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 4 – Details of the Landlord’s Authorised Agent

If you wish to enter a company name, please do so by ticking the Company box and using the Company Name field

15. Landlord Authorised Agent

Are you:

Individual

Company

First Name

Surname

PPSN

Company Name

CRO Reg. No.

Address

County

Country

Eircode

Telephone No.

Email

Licence No.

If you wish to accept communications electronically, please insert X in the box

If you wish to participate in surveys for research purposes, please insert X in the box

Section 5 – Management Company

If applicable, the details of the management company should be provided in this section

16. Management Company

Company Name

CRO Reg. No.

Address

Country

Eircode

Telephone No.

Email

Section 6 – Declaration by Applicant

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 the back 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 Signature:

Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

Section 7 – Fees and Payment Details

Type of Application	Fee
Standard Fee	€40
Late Fee	€10
Composite Fee	€170
2nd Registration or subsequent in a 12 month period	No Fee

Payment Type

Please indicate the method of payment you wish to use

Credit Card

Debit Card

Cheque

If you have selected Credit Card or Debit Card above complete mandate below, otherwise attach payment to this form.

MANDATE

Cardholder

Address

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:

 / /

Please take care to complete the application in full and correctly. Incomplete applications may lead to multiple communications from the RTB.

Note 1 (Student Specific Accommodation)

Student Specific Accommodation (SSA) is housing built for students or designated for students and used for the sole purpose of providing residential accommodation to students during the academic term.

The normal security of tenure rights whereby after six months of the tenancy a tenant has the right to stay on for a further five and a half years does not apply in SSA.

All SSA tenancies entered into on or after 15th August 2019 must be registered with the RTB.

Note 2 (Section 1 - Details of the Rented Dwelling)

Each individual room that a student(s) resides in is required to be registered regardless of shared areas.

It makes no difference if there are 1 or more students in the room e.g. a twin room.

Please assign each room a number or letter if they don't already have one e.g. Room 1 or Room A

If the room is in an Apartment or Flat then the Apartment number of Flat number must be given.

Number of bed-spaces in the room must be provided.

If you previously registered a tenancy at this dwelling, please indicate the previous SA number. You can locate this number on the confirmation letter that would have issued to you by the RTB when the tenancy was originally registered. If you are unable to locate this number, you can contact RTB on 0818 30 30 37 or 01 702 8100.

Note 3 (Section 2 – Details of Tenancy)

No. of Occupants: The number of occupants in the room must be provided.

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 tenant).

Note 4 (Section 3A – 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 5 (Section 3B – Tenants)

Please use Section 3B of this form to list all tenants in the rented dwelling.

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 tenants 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 6 (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 7 (Section 5 – Management Company)

If applicable, the details of the management company should be provided in this section.

Note 8 (Section 6 - Declaration)

In this part you confirm that all information provided is true and accurate to the best of your knowledge.

Note 9 (Section 7 – 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 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 7. 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 7 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 of the tenancy. Details are available at www.rtb.ie