# Tenancy Registration Application Form RTB1



#### Important:

To ensure a more satisfactory customer experience, please take care to **complete the form in full and correctly**. Ensure to include the correct payment. Incomplete forms may lead to multiple communications from the RTB. Details of the fees are on page 7 and guidance notes are on page 8 of the form.

Section 1 - Application Type (See Note 1)					
1. Registration New Renewal of existing tenancy after four years (Further Part 4)					
If you have selected "Renewal of existing tenancy after four years" 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 (Please ensure to include 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 House Terraced					
6. No. of Bedrooms					
7. No. of Occupants					
8. BER Rating (if any)					
Local Authority in which rented dwelling is located					

ection 3 - Details of Tenancy (See Note 3)
. If the tenancy is for a fixed term, please indicate the duration of the term  Years  Months
. (a) Tenancy commencement date
(b) Date tenancy ended (only relevant if registering a tenancy that has ended)
2. Sub-letting - if this tenancy is a sub-letting, place x in the box
8. Rental Amount    €
5. Frequency of Payment Weekly Monthly Annually
. Charges (incurred by tenant)
Electricity Oil TV Licence Waste Gas Other
Details of "Other" charges
ection 4A - Landlord Details (See Note 4A)
you wish to enter a company name, please do so using the First Name and Surname fields.
7. Landlord - Name and Contact Details Are You: Individual Company
7. Landlord - Name and Contact Details Are You: Individual Company First Name
First Name
First Name Surname PPSN CRO Reg. No.
First Name Surname  PPSN (if Individual)  CRO Reg. No. (if Company)
First Name Surname  PPSN (if Individual)  CRO Reg. No. (if Company)
First Name Surname  PPSN (if Individual)  CRO Reg. No. (if Company)
First Name Surname  PPSN (if Individual)  Address  CRO Reg. No. (if Company)
First Name Surname  PPSN (if Individual)  Address  County
First Name Surname  PPSN (if Individual)  Address  County  Eircode  (Please ensure to include Eircode)
First Name Surname  PPSN (if Individual)  Address  County  Eircode  (Please ensure to include Eircode)  Country
First Name Surname  PPSN (if Individual)  Address  County  Eircode  (Please ensure to include Eircode)  Country  Telephone No.

Section 4A - Landlord Details continued (See Note 4A)					
18. <b>Landlord</b> - Name	e and Contact Details	Are You:	Individual Company		
First Name					
Surname					
PPSN (if Individual)		CRO Reg. No. (if Company)			
Address					
County					
Eircode	(Please	e ensure to include E	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					
ii you wish to opt	out of receiving tenancy information from the	ne RTB by email, ple	ase insert X in the box		
	e and Contact Details	ne RTB by email, ple Are You:	Individual Company		
19. <b>Landlord</b> - Name					
19. <b>Landlord</b> - Name First Name					
19. <b>Landlord</b> - Name First Name Surname  PPSN		Are You:  CRO Reg. No.			
19. <b>Landlord</b> - Name First Name Surname  PPSN (if Individual)		Are You:  CRO Reg. No.			
19. <b>Landlord</b> - Name First Name Surname  PPSN (if Individual)		Are You:  CRO Reg. No.			
19. <b>Landlord</b> - Name First Name Surname  PPSN (if Individual)		Are You:  CRO Reg. No.			
19. Landlord - Name First Name Surname PPSN (if Individual) Address	e and Contact Details	Are You:  CRO Reg. No.	Individual Company		
19. Landlord - Name First Name Surname PPSN (if Individual) Address County	e and Contact Details	Are You:  CRO Reg. No. (if Company)	Individual Company		
19. Landlord - Name First Name Surname PPSN (if Individual) Address  County Eircode	e and Contact Details	Are You:  CRO Reg. No. (if Company)	Individual Company		
19. Landlord - Name First Name Surname PPSN (if Individual) Address  County Eircode Country	e and Contact Details	Are You:  CRO Reg. No. (if Company)	Individual Company		
19. Landlord - Name First Name Surname PPSN (if Individual) Address  County Eircode Country Telephone No.	e and Contact Details	Are You:  CRO Reg. No. (if Company)	Individual Company		

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				

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 Autho	rised Agent Individual Company					
First Name						
Surname						
PPSN (if Individual)	CRO Reg. No. (if Company)					
Address						
County						
Eircode	(Please ensure to include 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					
Section 6 - Ma	nagement 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	(Places eneuro to include Fires de)					
	(Please ensure to include Eircode)					
Country Tolophone No.						
Telephone No.						
CRO Reg. No.						

### Section 7 - Declaration of Undertaking for Deduction for Interest on Borrowings

receipt of rent supplem may apply to the Reven	ent, or to a tenant whose rent is payable by a local authority, in order that the landlord use Commissioners, after the end of the three year period, for a 100% rather than a 75% on borrowings under Section 97(2K) Taxes Consolidation Act 1997.
I [INSERT NAME] subject of the above regis [DD/MM/YYYY]/_ Section 97(2K) Taxes Co	undertake to make, or continue to make, the dwelling the stered tenancy available under a qualifying lease for a period of three years commencing on/ to a qualifying tenant in order to qualify for 100% interest relief as provided for in nsolidation Act 1997.
Signature:	
Date:	
Section 8 - Decla	ration by Applicant (See Note 8)
	offence to knowingly or recklessly furnish false or misleading information in a material respect cation to register a tenancy or submitting updated information in respect of a registered tenancy.
If found guilty, a person s six months or both.	hall be liable on summary conviction to a fine of up to €4,000 or a term of imprisonment of up to
Before submitting this f	form, please ensure you have read the notes on page 8 of this form.
Please proceed to Secti	on 9 for payment.
I declare that, to the bes	st of my knowledge and belief, all the information I have given on this form is correct.
Applicant Signature	
Date	
0	ed by the Residential Tenancies Board (RTB) will be used in accordance with the provisions of the t 2004 and any other relevant legislation and for statistical and policy research purposes.
	rmation and personal data you supply as confidential. However, it should be noted that informatio various Government Bodies as set out in Section 146 of the Residential Tenancies Act 2004.
Please keep a copy of t	he 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 Tenancion Registration Section PO Box 47, Clonakilty, Co. Cork.	

## Section 9 - Fees & Payment Details (See Note 9)

	Type of Application	Fee			
Standard Fee	Application received by RTB within one month of tenancy commencement date	€90			
Late Fee (1)	Application received by RTB more than one month after tenancy commencement date where the tenancy commenced on or after 01/01/2011	€180			
Late Fee (2)	Application received by the RTB more than one month after the tenancy commencement date where the tenancy commencement date was before 01/01/2011				
Composite Fee	A reduced fee subject to a <b>maximum of 10 Tenancies</b> in one building being registered by the same Landlord at same time and all received by the RTB within one month of the earliest 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 navment you wish to use				
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, otherwise attach payment to this form.  MANDATE					
Cardholder					
Address		$\overline{}$			
		T			
County		T			
Eircode	(Please ensure to include Eircode)				
Mobile No.					
Card No.					
Expiry Date	/ (M M / Y Y)				
CVV/CVS	(last 3 numbers on the back of card)				
Please debit my account by €					
Cardholder Signatu	re				
5.4					

Date

Please note that all fields 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)

There are two options for the application type:

(1) A "New' Tenancy registration means a new tenancy with new tenants has commenced.

(2) A "Renewal" (Further Part 4 Tenancy) refers to a tenancy that has existed for four years (or longer). When a tenancy has been in existence for four years (i.e. same tenants remain) it must be re-registered with the RTB. Tenancies which commenced prior to 24 December 2016 can last for a maximum of four years before having to be renewed (re-registered) with the RTB. Tenancies which commenced on or after 24 December 2016 can last for a maximum of six years before having to be renewed (re-registered) with the RTB. The tenancy commencement date for a "Renewal" registration is the expiry of a four year period. For example: the commencement date for a renewal where the original tenancy began on the 1 May 2013 will be the 1 May 2017. If you are registering a Renewal tenancy please indicate the previous RT 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 the number you can contact RTB on 0818 30 30 37.

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 15 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 <a href="https://www.rtb.ie">www.rtb.ie</a> 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 of Undertaking)

Complete this section if you are entitled to and wish to avail of a 100% deduction of interest on borrowings for tax purposes.

#### Note 8 (Section 8 - Declaration)

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

#### Note 9 (Section 9 - 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 <a href="https://www.rtb.ie">www.rtb.ie</a>

