



Bord Um Thionóntachtaí Cónaithe Príobháideacha
 Private Residential Tenancies Board
 2nd Floor, O'Connell Bridge House,
 D'Olier St, Dublin 2.
 Tel: +353 1 6350600
 Fax: +353 1 6350601
 E-mail: information@prt.ie

TENANCY REGISTRATION		<i>Please ✓ as appropriate</i>					
FURTHER Part 4 TENANCY REGISTRATION							
Previous Registration Number	RT						
TENANCY UPDATE							

Part 1 - Details of the Dwelling

1. Tenancy Registration Number:
 (For Official Use Only – see note A)

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2. Fee enclosed:

€70	€140	€300	No fee (see Note B)

3. Address of Rented Dwelling: (include unit number if property is let in 2 or more units)
 Address:

4. Description of Rented Dwelling: (if the rented dwelling is part of a house or maisonette please tick 'Part of House' along with the type of house, e.g. detached house)

Whole of House	<input type="checkbox"/>	Detached House	<input type="checkbox"/>	Bedsit	<input type="checkbox"/>
Part of House	<input type="checkbox"/>	Semi-detached House	<input type="checkbox"/>	Flat	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Terraced House	<input type="checkbox"/>	Apartment	<input type="checkbox"/>

5. Number of Bed Spaces: (see Note C)

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6. Number of occupants:

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7. Number of Bedrooms:

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8. Approximate Floor Area in square metres: (see Note D)

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Part 2 - Details of the Parties

9. **Landlord** - Name and Contact Details: (if more than one landlord, please enter details overleaf, see also note E)

First name:

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Surname:

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Address:

Telephone

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Mobile Phone

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10. Landlord PPSN or Company Reg.No:
 (see Note F)

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Please note the details in Question 9 and 10 will be used for all further correspondence by the PRTB until you advise us of more up to date details.

Part 4 - Details of Any Additional Tenants (minors not required)

22. Name and Contact Details of additional Tenants: (see Notes F, H, I and J)

First name:

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Surname:

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Telephone (optional):

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PPSN:

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Tenant Signature:

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 Date:

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(See note J)

Please note: If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, please tick here.

First name:

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Surname:

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Telephone (optional):

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PPSN:

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Tenant Signature:

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 Date:

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(See note J)

Please note: If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, please tick here.

First name:

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Surname:

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Telephone (optional):

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PPSN:

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Tenant Signature:

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 Date:

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(See note J)

Please note: If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, please tick here.

Part 5 - Details of Landlord's Letting Agent (if any)

23. Name and Contact Details: (if the premises is let through an agent)

Name:

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Address:

Telephone (optional):

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24. Agent PPSN or Company Reg.No:

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Checklist

Before sending this form to the PRTB, please check that:

- the tenant(s) has(ve) provided their PPSN on the form or you have indicated the tenant has no PPSN or you made a reasonable attempt to obtain it;
- PPSN or CRO of Landlord & PPSN or CRO of Agent (if any) is on the form;
- you have completed all questions on the form; and
- you have enclosed a cheque, postal order or money order for the correct amount and made it payable to the PRTB or provided your credit/debit card details at Part 7. **Please note if paying by credit/debit card you must sign and date the form at Part 7.**

Please note that an incomplete form will be returned to you.

Notes for Completion of Tenancy Registration Form PRTB1

In completing this form, use CAPITAL LETTERS. Write clearly and accurately within boxes. Do not join your writing.

- A** If this is a new tenancy registration, or further *part 4*¹, all parts of this form should be completed (apart from the Registration No. which will be issued to you on foot of this application). If this application relates to the updating of a tenancy currently registered with the Private Residential Tenancies Board (PRTB) please enter the Registration No. and complete only the sections to be updated. Guidance on distinguishing a registration from an update can be found on our website www.prtb.ie
- B** The fees set out below are the current fees at the time of printing. As fees could be subject to change in the future, you are advised to check the up-to-date fees payable at the time of registering the tenancy - the PRTB's website, www.prtb.ie will be of assistance in this regard.

The fee payable is **€70** per tenancy being registered on time i.e. within 1 month after the commencement of the tenancy or **€300** for multiple tenancies in the one building being registered on time at the same time by the one landlord (please staple the multiple forms together).

Where, in respect of the same dwelling, a change of tenancy occurs within a 12 month period a **maximum of 2** registration fees apply. However, no fee applies in respect of a 3rd or subsequent registration of the same dwelling within that 12 months. No fee is payable for an update of details of a tenancy currently registered.

In all circumstances where the tenancy is being registered more than 1 month after the commencement of the tenancy, a fee of €140, per tenancy, is payable for these late registrations. There are no exceptions to this.

Fees should be paid by cheque, postal order or money order and should be made payable to the PRTB. The cheque should be crossed. Alternatively you may make your payment by credit or debit card by completing your details in Part 7. For reasons of staff safety, the PRTB are unable to accept cash as payment for fees.

¹ "Further *Part 4*" refers to tenancies that have existed for 4 years (or longer if commenced prior to 1st September 2004). The commencement date of a further *Part 4* tenancy is the expiry of the 4 year period.

- C** Please use number of bed spaces rather than number of bedrooms in the premises. e.g. a double bed equals 2 spaces.
- D** 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
- E** Please include the details of any additional landlords using a separate sheet if necessary. Please note that the address of the landlord will be used by the PRTB for corresponding with the landlord. If a different correspondence address is required, e.g. Agent's address, this should be specified under the address of the landlord.
- F** PPSN (also known as RSI number) is unique to each individual and is used to distinguish between individuals with similar names or addresses. The PPSN is usually identified on tax and welfare statements and P60s. If you do not have a PPSN number please contact your local Department of Social and Family Affairs (DSFA) office. **Use of the PPSN is governed by law. The PPSN Code of Practice is available from the DSFA and on their website (www.welfare.ie).**
- G** Please indicate in which local authority area the dwelling is located. The authorities are:
- City Councils** - Cork, Dublin, Galway, Limerick, Waterford.
- Borough Councils** - Clonmel, Drogheda, Kilkenny, Sligo and Wexford.
- County Councils** - Dun Laoghaire - Rathdown, Fingal, South Dublin, Carlow, Cavan, Clare, Cork, Donegal, Galway, Kerry, Kildare, Kilkenny, Laois, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary (NR), Tipperary (SR), Waterford, Westmeath, Wexford, Wicklow.
- Town Councils** - Arklow, Athlone, Athy, Ballina, Ballinasloe, Birr, Bray, Buncrana, Bundoran, Carlow, Carrickmacross, Carrick-on-Suir, Cashel, Castlebar, Castleblaney, Cavan, Clonakilty, Clones, Cobh, Dundalk, Dungarvan, Ennis, Enniscorthy, Fermoy, Kells, Killarney, Kilrush, Kinsale, Letterkenny, Listowel, Longford, Macroom, Mallow, Midleton, Monaghan, Naas, Navan, Nenagh, New Ross, Skibbereen, Templemore, Thurles, Tipperary, Tralee, Trim, Tullamore, Westport, Wicklow, Youghal.
- H** If there is more than one tenant of the dwelling please use Part 4 of this form to identify each additional tenant.
- I** The PPSN of the tenant(s) should be provided unless it cannot be ascertained by reasonable inquiry. 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.
- J** Part 7 of the Housing (Miscellaneous Provisions) Act 2009 (which came into law on the 15th July 2009) removes the requirement for landlord and tenant signatures on the tenancy registration form and was introduced to facilitate online registration due to be introduced in 2010. However, please note that this only applies to applications which were received on or after the commencement of the legislation, i.e. the **15th of July 2009**.
- K** In the case of apartment blocks/complexes, the management company is responsible for the day-to-day management of the block/complex. In some instances, the management company engages a management agent to perform the functions of managing the properties on behalf of the management company.

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.

Updated November 2009