



NOTES FOR COMPLETION OF TENANCY REGISTRATION FORM PRTB1

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE PRTB1 FORM

It is essential that the application is completed correctly and in **BLOCK CAPITALS** using **BLACK INK**. Write clearly and stay within the boxes. Use only one character per box. Do not use abbreviations.

If any of the questions or sections on this form do not apply to this tenancy please leave blank.

Do not strike-through any area of the form otherwise your form will be returned as incomplete.

All relevant sections of this form should be completed regardless of whether this is an application to register a new tenancy, a Further Part 4 or Registration Enforcement.

These notes are provided for your guidance in the completion of this form only they do not comprise legal advice on any matter. If you require more information you may wish to look at our frequently asked questions on www.prtb.ie. These notes are to aid completion of the form only and should not be returned with the form.

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 statistics and policy research purposes. Please return the PRTB registration form with fee by post to Registrations, Private Residential Tenancies Board, PO Box 47, Clonakilty, Co. Cork.

You may also register a tenancy with the PRTB on-line at www.prtb.ie.

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RPC003016_EN_PR_L_1_COVER

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NOTE 1 (SECTION 1 – Application Type):

You must include the Registration Number (RT number) previously allocated by the PRTB if completing this application for a further *part 4* tenancy registration.

If you are completing this registration form having received a Registration Enforcement Notice from the PRTB you must include the reference number from that Notice. If you fail to include this number it is possible that the Registration Enforcement procedures may continue.

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.

“Further *Part 4*” refers to tenancies that have existed for 4 years (or longer). When a tenancy has been in existence for four years it must be re-registered with the PRTB. The commencement date of a “Further *Part 4*” tenancy is the expiry of a four year period. For example the commencement date for a Further Part 4 when the original tenancy began on the 1st September 2006 will be the 1st September 2010.

NOTE 2 (SECTION 2 - Details of the 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 the 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 4.A. – Landlords)

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 (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 PRTB for corresponding with the landlord in relation to this tenancy. If a different correspondence address is required, e.g. Agent's address, this should be specified under the address of the landlord.

NOTE 4B (SECTION 4.B. – Tenants)

Please use section 4.B. 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 Landlords Authorised Agents)

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 – Apartment blocks/complexes only)

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 – Form Submission Details)

If the tenancy commencement date is on or after the 1st January 2011, the fee payable is €90 per tenancy registration application. However, in all circumstances where the tenancy is being registered more than one month after the commencement of the tenancy this fee is doubled. A fee of €180 per tenancy will therefore be payable as this is a late registration.

One month means one calendar month. For example, a tenancy commences on 7 March 2011 the complete registration application with the appropriate fee must be received by the PRTB **before** the 7 April 2011. If the form is received on 7 April 2011 then the application is late and a fee of €180 will have to be paid.

There are no exceptions to this 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.

For multiple tenancies in one building being registered by one landlord and all received by the PRTB on time (i.e. within one month of the tenancy commencement date) a fee of €375 may be applied as per the landlord's preference. All such applications must be submitted 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 those 12 months.

If the tenancy commencement date is on or before the 31st December 2010, a late fee of €140 applies.

Fees should be paid by cheque, postal order or bank draft 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 Section 8. **For security reasons the PRTB is unable to accept cash as payment for fees.**

The fees set out above 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. Please logon onto the PRTB's website, www.prtb.ie for up to date information on registration fees.

NOTE 8 (SECTION 8 – Payment by Credit/Debit Card)

It is important to ensure that the correct fees are paid in respect of your tenancy registration.

If more than one application is submitted in the same envelope (e.g. multiple tenancy registrations) credit/debit card details and the fee due should be entered on each form as separate payments.

Please ensure the cardholder has signed the authorisation portion on the form and included the Card expiry date.

Further information on the completion of a registration application is available from our website www.prtb.ie. Our website also contains information on best practice when renting residential property.

Offence:

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 sending the form to the PRTB, please check that:

1. Each tenant has provided his or her PPSN:
2. If a PPSN has not been provided by a tenant:
 - a. You have indicated the tenant has no PPSN or
 - b. You have made a reasonable effort to obtain it but it has not been provided.
3. PPSN or CRO of Landlord & PPSN or CRO of Agent (if any) is on the form
4. You have enclosed a cheque, postal order or bank draft for the correct amount and made it payable to the PRTB or provided your credit/debit card details at Part 8.
5. You have completed all relevant sections on the form;

Please note that an incomplete application cannot be processed through to registration.

These notes are to aid completion of the form only and should not be returned with the form. Please keep a copy of form as submitted & proof of postage to the PRTB for your own records.

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