

Tenancy Update Form

(as per Section 139 of the Residential Tenancies Act 2004)

The purpose of this form is to capture updates since the original registration of the tenancy so that the Register of Tenancies which is held by the Residential Tenancies Board is accurate.

Part A – Confirm Tenancy Details

1. RT Number

(Registered Tenancy Number) or
Landlord PPS number or CRO number:

2. Landlord Name:

3. Rented Dwelling Address:

4. Eircode:

Part B – Rent Amount Update

(If there is no change to the rent please proceed to parts C, D and E)

5. Current Rent Amount:

€

6. New Rent Amount:

€

7. Date from when new Rent applies:

/ /

Part C – Add/Remove a Tenant

If you are updating the tenancy with a new tenant, please provide the Name and move-in date of the new tenant in the space below. If the tenant has provided you with a PPSN and contact details, this can also be entered here. **NOTE:** If none of the original tenants on this registration are still living in the dwelling, this is a new tenancy and a new registration will be required. If you are removing a tenant/s, please provide the name and move-out date for each tenant. If you require more space for your update, please use an additional form.

8. Add New Tenant/s Details:

9. Tenant/s to be Removed:

Part D – Add/Remove a Landlord

If you are updating the tenancy with an additional landlord, please provide the Name, PPS Number/CRO Number, Correspondence Address and Mobile Number of the new landlord in the space below. If there is an entirely new owner for this property you will need to provide additional information and should contact us at registrations@rtb.ie for further information.

10. Add New Landlord/s Details:

11. Landlord/s to be Removed:

Part E – No longer Own/No longer Letting the Dwelling

If you are no longer the owner of, or are no longer letting out, the rented dwelling concerned, please tick the box below beside the appropriate statement and the RTB will amend the Register of Tenancies accordingly. Please only tick one box.

12. I am no longer the owner of this rented dwelling:

13. I am no longer letting out this rented dwelling, but I am still the owner:

14. I am no longer one of the named landlords on this tenancy:

Notes:

Updates to the Rent Amount should be received by the RTB **within one month after the date the new rent has taken effect.**

Landlords seeking to rely on an RPZ exemption when reviewing the rent are required to submit notification of this to the RTB within one month of the new rent being set.

No fee is payable for an update to a tenancy, once at least one of the original tenants is still part of the tenancy. If not, this is a new tenancy and a new tenancy registration is required.

Tenancy updates can also be completed through our online registrations facility. If you have an online account, or would like to create one, you can do so at www.rtb.ie.

Completed Forms should be returned to the address below or emailed to registrations@rtb.ie

Signed:

Date: / /

Landlord/Authorised Agent