

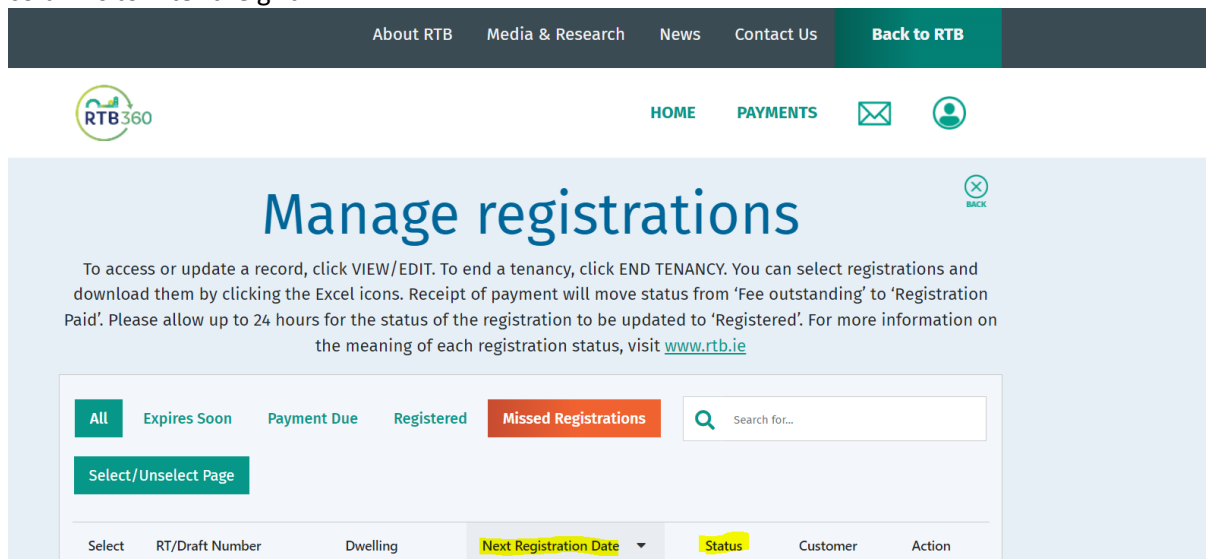
Annual Registration Guide for Approved Housing Bodies (AHB's)

From April 4, 2022, landlords must re-register their tenancies every year on the anniversary of the tenancy commencement date using their RTB online account.

To register a tenancy annually, log into your RTB online account using the same email address and password that you used to create your account. On the home page click on the Manage Registrations option.

The 'Next Registration Date' column shows when each tenancy's next registration is due. The status of your tenancy will be 'Pending Registration' if it is required for annual registration.

To discover tenancies that need to be registered annually, use the 'Next Registration Date' or 'Status' columns to filter the grid:



Once you've located the tenancy that needs to be registered, click the 'Register' button next to it to begin the registration process.

There are eight steps in the annual registration process:

Step 1: Validates your tenancy role and is prepopulated with information from the original tenancy registration; click next to continue.

Step 2: Displays the landlord's information from the tenancy agreement. To review these details, click 'view/edit.' Click 'add landlord' to add a landlord to your registration. To continue, click next.

Step 3: The details of the rented dwelling are displayed. If necessary, you can make changes to some of the fields. To continue, click next to confirm the details.

Click 'save draft' if you need to pause your annual registration and resume it later. In your Manage Registrations tab, records saved as drafts are still accessible to complete. After 60 days, all unfinished drafts will be erased. To avoid a late registration fee, remember to return and complete it

Step 4: Displays details of the tenancy. Complete the “what is the current rent amount?” field with the rent amount. Next complete the ‘rent effective date’ field. If you have carried out a rent review complete the “when was the last rent review?” field. Please use the tool tips for further information. You must also complete the “How many occupants are in dwelling?” field. Click next to proceed.

Step 5: Shows the tenants' information from the original tenancy registration. To review these details, click 'view/edit.' Click 'add tenant' to add a new tenant. To continue, click next

Step 6: Displays the details of any agent or management company as per the original tenancy registration. You can click ‘view/edit’ to review these details. To add a role to the registration, click ‘add role’. Click next to proceed.

Step 7: Allows you to review all the tenancy details. Click continue to proceed.

Step 8: Finally, affirm that the information you've supplied is accurate. You can proceed to payment once you've confirmed this.

Tenancy registration can be paid for with a credit or debit card, PayPal, or SEPA (please be advised that the maximum value for SEPA payments is €4,000). Select a payment method and enter your payment information. You will receive a receipt after your payment has been validated.

Click 'Proceed to Dashboard' to return to the Manage Registrations grid. The status of the registration will be ‘registration paid.’ Please allow up to 24 hours for the registration status to move from registration paid to registered. On successful registration, confirmation letters will issue to the landlords and tenants listed on the registration application. Landlords can view their confirmation letters from the documents section of their online account:



You can then input the RT number in the search tool below the words ‘My Documents’. This will filter the view to documents relating to that RT number.

If you have additional tenancies that require annual registration, go back to the Manage Registrations page and repeat the above steps.

Fee Waiver			
AHB Landlords who meet the requirements for fee waivers	No Fee		See notes on AHB Fee Waiver criteria below
Tenancy commencement Date on or After Annual Registration Kick Off Date			
Tenancy registration	€20	€5 per month rolling late fee with no cap	
Composites	€85	N/A	If late, then not a composite. Please see additional notes on composite below
2 nd and subsequent Tenancy Registration Applications in respect of the one dwelling received where the previous applications received within 12 months	No fee		To be submitted on time

More guidance on fee structures can be found [here](#)

Fee Waiver Criteria:

AHB tenancies with an original commencement date between 07/04/2016 – 23/12/2016 are eligible for a fee waiver, providing the further part 4 registration was registered.

New tenancies which came into effect on or after 24th December 2016 would be a six-year tenancy and are not eligible for an annual registration fee waiver.

To be eligible for a fee waiver, the annual registration must be registered on time. Fees will be applied if the annual registration is not completed on time. A registration fee of €20 and late fees of €5 per month will be applied. There is no late fee cap, the late fees will continue to add up until paid.

AHB's who did not complete further part 4 renewals in 2020 may still be eligible for a fee waiver. If you have a tenancy in this scenario, please contact ahb@rtb.ie for instructions on how to avail of a fee waiver for your annual registration.

To assist, we have set out some examples below of when a fee waiver will apply, and when it will not:

Example 1:

Tenancy commencement date (TCD) is 07/04/2016 and this was registered with the RTB. As the same tenants lived at this address, a renewal registration was completed for this tenancy using the TCD of 07/04/2020. The first annual registration is due on 07/04/2022, the fee waiver applies to this registration once it is registered **on time**. A transition period to register your tenancy on time will be available from the 04/04/2022 – 03/07/2022 and then the normal calendar month up until the 03/08/2022. This means any AHB tenancies with a TCD anniversary between the 04/04/2022 – 03/07/2022 will have until the 03/08/2022 to register on time. After the 03/08/2022 the normal one calendar month to register your tenancy on time will be applicable.

Annual registration commencing 04/04/2022		
Example 1 – TCD	7th April 2016 – 6th April 2020	Full reg fee
Further Part 4 Registration	7th April 2020 – 6th April 2022	Full reg fee
Annual registration - Fee Waiver 1	7th April 2022 – 6th April 2023	Fee waiver
Annual registration - Fee Waiver 2	7th April 2023 – 6th April 2024	Fee waiver
Annual registration - Fee Waiver 3	7th April 2024 – 6th April 2025	Fee waiver
Annual registration - Fee Waiver 4	7th April 2025 – 6th April 2026	Fee waiver
End of 6 Year Tenancy – Fee waivers no longer applied	7th April 2026 – 6th April 2027	€20

Example 2:

Tenancy commencement date (TCD) is 07/04/2017 and this was registered with the RTB. The first annual registration is due on this tenancy on the 07/04/2022. The annual registration fee of €20.00 will be due on this annual registration. A transition period to register your tenancy on time will be available from the 04/04/2022 – 03/07/2022 and then the normal calendar month up until the 03/08/2022. This means any AHB tenancies with a TCD anniversary between the 04/04/2022 – 03/07/2022 will have until the 03/08/2022 to register on time. After the 03/08/2022 the normal one calendar month to register your tenancy on time will be applicable.

Annual reg Kick Off 04/04/2022		
Example 2 – New Tenancy Registration TCD	7th April 2017 – 6th April 2022	Full reg fee
Annual registration - Fee Applicable	7th April 2022 – 6th April 2023	€20
Annual registration	7th April 2023	€20

- Fee Applicable	– 6th April 2024	
Annual registration - Fee Applicable	7th April 2024 – 6th April 2025	€20
Annual registration - Fee Applicable	7th April 2025 – 6th April 2026	€20
Annual registration - Fee Applicable	7th April 2026 – 6th April 2027	€20

Example 3:

Tenancy commencement date (TCD) is 29/03/2022 and this was registered with the RTB. The first annual registration is due on this tenancy on the 29/03/2023, the annual registration fee of €20.00 will be due on this annual registration. There will be one calendar month from the 29/03/2023 to register your tenancy on time. If the annual registration is processed after the 28/04/2023 late fees would be applied.

Annual reg Kick Off 04/04/2022		
Example 3 – New Tenancy Registration TCD	29th March 2022 – 28th March 2023	Full reg fee
Annual registration - Fee Applicable	29th March 2023 – 28th March 2024	€20
Annual registration - Fee Applicable	29th March 2024 – 28th March 2025	€20
Annual registration - Fee Applicable	29th March 2025 – 28th March 2026	€20
Annual registration - Fee Applicable	29th March 2026 – 28th March 2027	€20
Annual registration - Fee Applicable	29th March 2027 – 28th March 2028	€20
Annual registration - Fee Applicable	29th March 2028 – 28th March 2029	€20

Additional Annual Registration Information:

Composite fee is available for annual registrations once the below criteria is met:

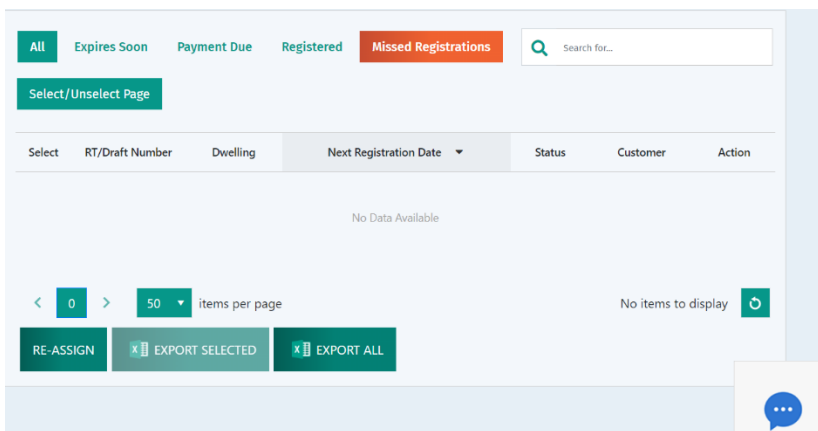
- All properties must be owned by same landlord.
- Tenancy commencement date must be within one month of each other.
- All registrations must be received at the same time.
- All registrations must be received on time (within one month of the start of the tenancy)
- All properties must be in the same building and accessed by the same entrance.

However, there is a system limitation which means composites cannot be applied where the tenancy commencement dates of the tenancies fall before, on and after the 04 April 2022 date. For example, a composite fee could not be applied where there are 10 tenancies with TCDs that start on 01 April

and end on 30 April, the composite fee can only be applied to those tenancies with TCDs from 04 April onwards or from 03 April backwards. If the 10 contained three tenancies with TCDs between 01 and 03 April, then these three would have to be registered as single tenancies and the remaining seven tenancies with TCDs from 04 April to 30 April could be registered and the composite fee applied if they meet the composite fee criteria.

Extract list of your tenancies

You can now extract tenancy information from your online account to Excel. To view all tenancy records, go to the Manage Registrations page of your RTB online account and scroll to the bottom of the page. Then select 'Export All' button:



This will export all your tenancies to an Excel spreadsheet which you then filter by TCD. You can find out when each tenancy is due for annual registration by viewing the TCD of each tenancy.

Fee Structure

New tenancies being registered from 04 April 2022 will have the new fee structure applied to them as set out above and will be required to be registered annually on the yearly anniversary of the date they began within one calendar month of that date. Fees will apply each year. Late fees in the new fee structure are not capped and will continue to accrue until paid.

If registering tenancies with a tenancy commencement date before 04 April 2022 the old fee structure will be applied.

Additional Helpful links for Annual Registration

Annual Registration page on the RTB website: [AR Landing Page.](#)

Residential Tenancies (Amendment) Act

2021: [https://www.rtb.ie/images/uploads/general/Residential_Tenancies_\(Amendment\)_Act_2021.pdf](https://www.rtb.ie/images/uploads/general/Residential_Tenancies_(Amendment)_Act_2021.pdf)

Guidance Document on Residential Tenancies (Amendment) Act 2021:

[https://www.rtb.ie/images/uploads/Comms%20and%20Research/Government_Guidance_Residential_Tenancies_\(Amendment\)_Act_2021_V2_13_Dec_21.pdf](https://www.rtb.ie/images/uploads/Comms%20and%20Research/Government_Guidance_Residential_Tenancies_(Amendment)_Act_2021_V2_13_Dec_21.pdf)

The requirements to register annually were legally introduced and announced in May 2019 under the Residential Tenancies Act 2019. The RTB updated the rental sector of this change via a multi-channel communications campaign, on the RTB website and an information leaflet was posted at the end of 2019 to all landlords to raise awareness of these changes. In December 2021, further changes under the Residential Tenancies (Amendment) Act 2021 informed the sector that annual registration was due to commence in Q1 2022. This legislation also introduced the fee waiver provisions for the tenancies mentioned above. Further information can be found on the RTB's website [here](#), [here](#) and [here](#).