



Guide to Adding an Existing Tenancy to an Online Account

Registering a tenancy is very simple and enables tenants and landlords to access all of the RTB services. All landlords, both private and Approved Housing Bodies (AHB), must register their tenancies.

Registration rules vary for Student Specific Accommodation. Please note the online portal and RTB1 paper form will not be available to register these tenancies for the academic year 2019/2020 – please contact ssa@rtb.ie for any further information.

For tenancies that began **before** the 24th December 2016, after a 6 month probationary period the tenant secures the right to remain in the property for a further 3 ½ years. When a tenancy has been in existence for 4 years, it must be re-registered.

For tenancies that began **after** 24th December 2016, after a 6 month probationary period the tenant secures the right to remain for a further 5 ½ years. When a tenancy has been in existence for 6 years, it must be re-registered.

1. Go to www.rtb.ie and click “Log In/Register”

The image shows the homepage of the Residential Tenancies Board (RTB) website. At the top left is the RTB logo with the text "Bord um Thionóntachtai Cónaithe Residential Tenancies Board". To the right of the logo is a green "Login/Register" button and a search icon. Below the logo is a navigation menu with the following items: "Beginning a Tenancy", "During a Tenancy", "Ending a Tenancy", "Disputes", "Registrations", and "Forms, Tools & Templates". The main content area features a large background image of a colorful residential neighborhood. On the left, a large heading reads "Welcome to the RTB Website", followed by a sub-heading: "The RTB website provides easy access for our customers to information relating to residential tenancies". To the right of this heading are four white boxes with green borders, each containing a link to a specific resource. The first box is highlighted with a green border and contains the text: "COVID-19 Emergency Legislation for the Rental Sector" and "Click here to find out what these changes mean for landlords and tenants". The second box contains: "Guidance Document published on Covid 19 supports for landlords and tenants" and "Click here to find the Guidance Document". The third box contains: "Q4 2019 Quarterly Rent Index" and "Click here for the Q4 2019 report, infographic and media release". The fourth box contains: "Rent Pressure Zone Rent Calculator" and "Click here to find use the RPZ Rent Calculator". In the bottom right corner, there is a white box with a blue speech bubble icon containing a red "1" and the text: "Need Help? Click here and start chatting with us!".

RTB
Bord um Thionóntachtai Cónaithe
Residential Tenancies Board

[Login/Register](#)

[Beginning a Tenancy](#) [During a Tenancy](#) [Ending a Tenancy](#) [Disputes](#) [Registrations](#) [Forms, Tools & Templates](#)

Welcome to the RTB Website

The RTB website provides easy access for our customers to information relating to residential tenancies

COVID-19 Emergency Legislation for the Rental Sector
Click here to find out what these changes mean for landlords and tenants

Guidance Document published on Covid 19 supports for landlords and tenants
Click here to find the Guidance Document

Q4 2019 Quarterly Rent Index
Click here for the Q4 2019 report, infographic and media release

Rent Pressure Zone Rent Calculator
Click here to find use the RPZ Rent Calculator

Need Help?
Click here and start chatting with us!

2. Enter your Account Number, Password & PIN – click “Log In”

LOG IN

If you are a landlord of purpose-built student accommodation, please contact the RTB on 0818 303037/01-7028100 for information on how to register as the online facility is currently not available. For further information please click [Here](#)

ACCOUNT NO:

PASSWORD:

ENTER YOUR PIN:
1st 2nd 3rd 4th 5th 6th
* * *

[LOG IN](#)


[CREATE ACCOUNT](#)

[forgot your password ?](#) [forgot your pin ?](#)

ABOUT RTB

The Residential Tenancies Board (RTB) was established in 2004 to operate a national tenancy registration system and to resolve disputes between landlords and tenants. It also provides policy advice to the Government on the private rented sector and its dispute resolution service replaces the courts in relation to the majority of landlord and tenant disputes.

[VISIT THE RTB SITE](#)

 **Need Help?**
Click here and start chatting with us!

3. This should open your account homepage

RTB
Residential Tenancies Board

LOGGED IN AS: [LOGOUT](#) [MAIN SITE](#)

[HOME](#) [MY PROFILE](#) [TENANCIES](#) [DISPUTES](#) [SUBMIT A QUERY](#) [FAQS](#)

TENANCIES

REGISTER A TENANCY
It's quick and easy to register your tenancy online!

MANAGE MY TENANCIES
Close Update or Renew your existing tenancies

SUBMIT QUERY
Have a question for us on the Registration Process?

FAQS
Click here to see a list of frequently asked questions

WHAT ARE MY OBLIGATIONS?
Click here to see your obligations as a Landlord!

NEWS
See latest news from the RTB

[GO TO DISPUTES](#)

[VISIT THE RTB SITE](#)

[Cookie Policy](#) [Terms & Conditions](#) [Privacy Policy](#)

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4. From your account home page, hold the cursor over the “Tenancies” menu option and select “Access Existing Tenancies”

The screenshot displays the RTB (Residential Tenancies Board) user account home page. At the top left is the RTB logo. On the top right, it shows 'LOGGED IN AS:' followed by a greyed-out name, a 'LOGOUT' button, and a 'MAIN SITE' button. A blue navigation bar contains the following menu items: HOME, MY PROFILE, TENANCIES, DISPUTES, SUBMIT A QUERY, and FAQs. The 'TENANCIES' menu is expanded, showing a dropdown with three options: REGISTER A TENANCY, MANAGE MY TENANCIES, and ACCESS EXISTING TENANCIES. Below the navigation bar, there are six service tiles arranged in a 2x3 grid:

- REGISTER A TENANCY**: It's quick and easy to register your tenancy online!
- ACCESS EXISTING TENANCIES**: Close Update or Renew your existing tenancies.
- SUBMIT QUERY**: Have a question for us on the Registration Process?
- FAQS**: Click here to see a list of frequently asked questions.
- WHAT ARE MY OBLIGATIONS?**: Click here to see your obligations as a Landlord.
- NEWS**: See latest news from the RTB.

Below the grid, there is a large grey button labeled 'GO TO DISPUTES' and a smaller blue button labeled 'VISIT THE RTB SITE'. The footer contains a gear icon, links for 'Cookie Policy', 'Terms & Conditions', and 'Privacy Policy', and the text 'Copyright © 2019 RTB'.

5. You will need to fill in Landlord PPSN, Registration Number (this is the identifying number for the tenancy, which begins with “RT” - you will find this on the original confirmation letter you received when first registering the tenancy, or on your tenancy re-registration letter), and the Dwelling Address.



RTB
Residential Tenancies Board

LOGGED IN AS:

LOGOUT

MAIN SITE

[HOME](#) [MY PROFILE](#) [TENANCIES](#) [DISPUTES](#) [SUBMIT A QUERY](#) [FAQS](#)

REQUEST ACCESS TO EXISTING REGISTRATIONS PREVIOUSLY SUBMITTED BY PAPER APPLICATION

Please note that an exact match on the details supplied below is required in order for the previous registration to transfer over to your account. Any discrepancy may cause this request to fail and as such no results will be shown. Please contact the RTB on 0818 30 30 37 if you require assistance

DETAILS REQUIRED

LANDLORD PPSN

?

REGISTRATION NUMBER

?

DWELLING ADDRESS

ADDRESS 1

?

ADDRESS 2

?

ADDRESS 3
 ?

ADDRESS 4
 ?

ADDRESS 5
 ?

COUNTY
 ?

EIRCODE
 ?

COUNTRY
 ?

CONTINUE →

Please note that an exact match on the details supplied below is required in order for the previous registration to transfer over to your account. Any discrepancy may cause this request to fail and as such no results will be shown. Please contact the RTB on our Web Chat service on www.rtb.ie or by phone on 0818 30 30 37 or (01) 702 8100 if you require assistance.

Once you have set up your account and added your tenancy you can proceed to re-register the tenancy by choosing “Manage My Tenancies” from your home page.



LOGGED IN AS:

[LOGOUT](#)

[MAIN SITE](#)

[HOME](#) [MY PROFILE](#) [TENANCIES](#) [DISPUTES](#) [SUBMIT A QUERY](#) [FAQS](#)

TENANCIES



REGISTER A TENANCY

It's quick and easy to register your tenancy online!



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NEWS

See latest news from the RTB

[GO TO DISPUTES](#)

[VISIT THE RTB SITE](#)



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