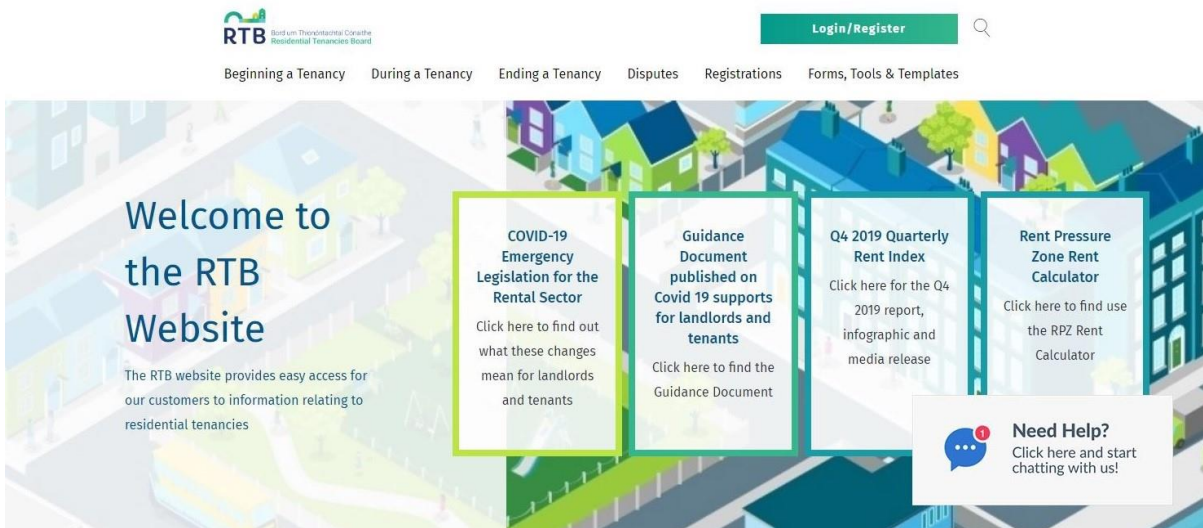


Step-by-Step Guide to Register a Tenancy Online

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.

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



The screenshot shows the RTB website homepage. At the top left is the RTB logo. To the right is a green 'Login/Register' button and a search icon. Below the logo is a navigation menu with links: 'Beginning a Tenancy', 'During a Tenancy', 'Ending a Tenancy', 'Disputes', 'Registrations', and 'Forms, Tools & Templates'. The main content area features a large illustration of a residential street with colorful houses. On the left, a text box says 'Welcome to the RTB Website' and 'The RTB website provides easy access for our customers to information relating to residential tenancies'. In the center, there are four highlighted boxes with links: 'COVID-19 Emergency Legislation for the Rental Sector', 'Guidance Document published on Covid 19 supports for landlords and tenants', 'Q4 2019 Quarterly Rent Index', and 'Rent Pressure Zone Rent Calculator'. At the bottom right, there is a 'Need Help?' chat button.

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

RTB [LOG IN](#) [MAIN SITE](#)

[HOME](#) [CREATE ACCOUNT](#) [FAQS](#)

LOG IN

If you are a landlord of purpose-built student accommodation, please contact the RTB on 0818 303037/01-1028100 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.

Before you begin a registration application, you should go to “My Profile” and check your own details are correct. When you reach the relevant section, these details will prepopulate, and you will need to exit the application to change them if they are not correct.

When you are ready to begin, select “Register a Tenancy”

RTB [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](#)

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4. On the “Register a Tenancy” page, select “Register New”

LOGGED IN AS: LOGOUT MAIN SITE

HOME MY PROFILE TENANCIES DISPUTES SUBMIT A QUERY FAQs

REGISTER A TENANCY

BEFORE YOU REGISTER

Please note that you will be required to complete mandatory information relating to the tenancy in order to register. Click here to see a full list of what will be required.

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

REGISTER NEW

PENDING APPLICATIONS

There are no results to display.

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5. Fill in the details for the rented dwelling – all fields marked with an asterix (*) are mandatory and must be completed. Select “next” to proceed

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DWELLING TENANCY PARTIES AUTHORISED AGENT MANAGEMENT COMPANY SUMMARY

RENTED DWELLING

REFERENCE NO:

DWELLING TYPE* ?

SUBLET (NOT APPLICABLE TO AHB) ?
When a tenant moves out of a dwelling and becomes landlord (in effect) to a new sub-tenant. The tenant must obtain the consent of his or her landlord before creating a sub-tenancy.

DWELLING ADDRESS
Enter Full Address or Eircode Search
Use the above control to accurately find an Address, or to manually enter Address data. MANUALLY EDIT ADDRESS

ADDRESS LINE 1* ?

ADDRESS LINE 2 ?

ADDRESS LINE 3 ?

ADDRESS LINE 4 ?

ADDRESS LINE 5 ?

ADDRESS LINE 6 ?

Need Help?
Click here and start chatting with us!

EIRCODE ?

NUMBER OF OCCUPANTS ?

NUMBER OF BEDROOMS* ?

LOCAL AUTHORITY* ?

DO YOU HAVE A BER CERT? ?

No ?

WHAT IS THE BER RATING? ?

[SAVE DRAFT](#) [NEXT](#)

Need Help?
Click here and start chatting with us!

Chat now

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6. Fill in the details for the tenancy – all fields marked with an asterix (*) are mandatory and must be completed. Select “next” to proceed

RTB

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

HOME MY PROFILE TENANCIES DISPUTES SUBMIT A QUERY FAQs

DWELLING **TENANCY** PARTIES AUTHORISED AGENT MANAGEMENT COMPANY SUMMARY

TENANCY

REFERENCE NO:

TENANCY COMMENCEMENT DATE* ?

DDMM/YYYY

IS THE TENANCY FOR A FIXED TERM ?

NO

YES

RENT FREQUENCY* ?

RENT AMOUNT* ?

DEPOSIT ?

CHARGES REQUIRED TO BE PAID BY TENANT ?

- Electricity
- Waste
- TV Licence
- Gas
- Oil
- Other

[BACK](#) [SAVE DRAFT](#) [NEXT](#)

Need Help?
Click here and start chatting with us!

Chat now

7. Here you will fill in the landlord and tenant details for the tenancy. If you are completing the application as a landlord, the landlord details should already be filled in here as per the information previously provided when you created your online account. If you are completing the application as an agent, you will have to fill in the landlord details.

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

RTB

HOME MY PROFILE **TENANCIES** DISPUTES SUBMIT A QUERY FAQs

DWELLING TENANCY **PARTIES** AUTHORISED AGENT MANAGEMENT COMPANY SUMMARY

PARTIES TO THIS TENANCY

REFERENCE NO:

Landlord Details are prepopulated.
(To modify your own personal details please use Manage Profile)

LANDLORD TYPE* ?

INDIVIDUAL

COMPANY

APPROVED HOUSING BODY

[+ Add Additional Landlord \(If Any\)](#)

TENANT DETAILS

FIRST NAME* ?

SURNAME* ?

TELEPHONE: ?

MOBILE:* ?

EMAIL ?

PPS NUMBER* ?

Please note that it is in a landlord's interest to obtain a PPSN for a tenant as it may facilitate the RTB in obtaining an address for a tenant in the event of a subsequent dispute.

TENANT HAS NO PPS NUMBER (A REASONABLE EFFORT HAS BEEN MADE BUT NO PPS NUMBER PROVIDED) ?

[+ Add Additional Tenant \(If Any\)](#)

[BACK](#) [SAVE DRAFT](#) [NEXT](#)

Need Help?
Click here and start chatting with us!

If the prepopulated details are incorrect you will need to go to “My Profile” to change them before proceeding.

If, when registering a tenancy online, you need to pause before completing the application, your draft tenancy registration is saved in “Pending Applications” on the “Register a Tenancy” page.

8. If you use the services of an agent and/or a management company, you can provide their details in the next 2 pages. If you don't, just select the "Next" button to bring you to the "Tenancy Summary" screen

The screenshot shows the 'AUTHORISED AGENT' form on the RTB website. At the top, there is a header with the RTB logo, a 'LOGGED IN AS:' field, and buttons for 'LOGOUT' and 'MAIN SITE'. Below the header is a navigation menu with options: HOME, MY PROFILE, TENANCIES, DISPUTES, SUBMIT A QUERY, and FAQs. A secondary menu includes DWELLING, TENANCY, PARTIES, AUTHORISED AGENT (highlighted), MANAGEMENT COMPANY, and SUMMARY. The main heading is 'AUTHORISED AGENT'. Below it, there is a 'REFERENCE NO:' field. A section titled 'Agent Details' asks 'IS THERE AN AGENT AUTHORISED TO ACT IN THIS TENANCY?' with radio buttons for 'NO' (selected) and 'YES'. At the bottom, there are buttons for 'BACK', 'SAVE DRAFT', and 'NEXT'.



The screenshot shows the 'MANAGEMENT COMPANY' form on the RTB website. The layout is identical to the 'AUTHORISED AGENT' form. The main heading is 'MANAGEMENT COMPANY'. Below it, there is a 'REFERENCE NO:' field. A section titled 'Agent Details' asks 'IS RENTED DWELLING IN AN APARTMENT COMPLEX?' with radio buttons for 'NO' (selected) and 'YES'. At the bottom, there are buttons for 'BACK', 'SAVE DRAFT', and 'NEXT'.



9. Your tenancy application is now at “draft” status and you have 30 days in which to make payment. If you do not make payment within 30 days the “draft” application will be deleted and you will have to re-enter the tenancy details.

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

HOME MY PROFILE TENANCIES DISPUTES SUBMIT A QUERY FAQs

DWELLING TENANCY PARTIES AUTHORISED AGENT MANAGEMENT COMPANY SUMMARY

TENANCY SUMMARY

REFERENCE NO:

REVIEW

Please note that it is an offence to intentionally or recklessly provide false or misleading information in an application.

I understand that to knowingly or recklessly provide false, or misleading, information on this form is an offence under the Residential Tenancies Act 2018.

[BACK](#) [PRINT SUMMARY](#) [PROCEED](#)

TENANCY SUMMARY

DWELLING	⊙
TENANCY	⊙
PARTIES	⊙
AUTHORISED AGENT	⊙
MANAGEMENT COMPANY	⊙

Need Help? Click here and start chatting with us!

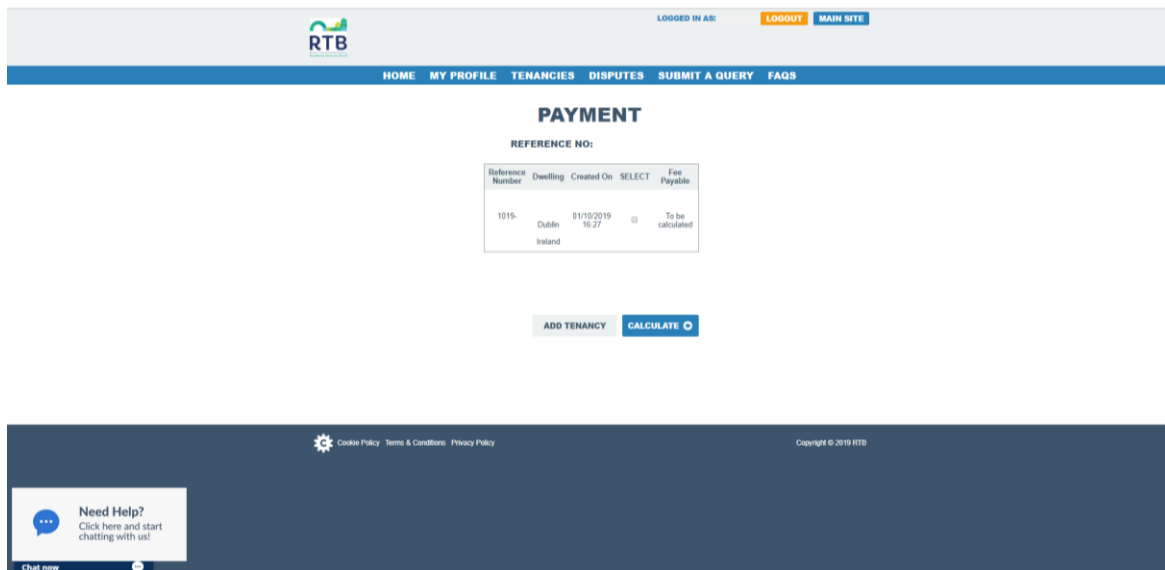
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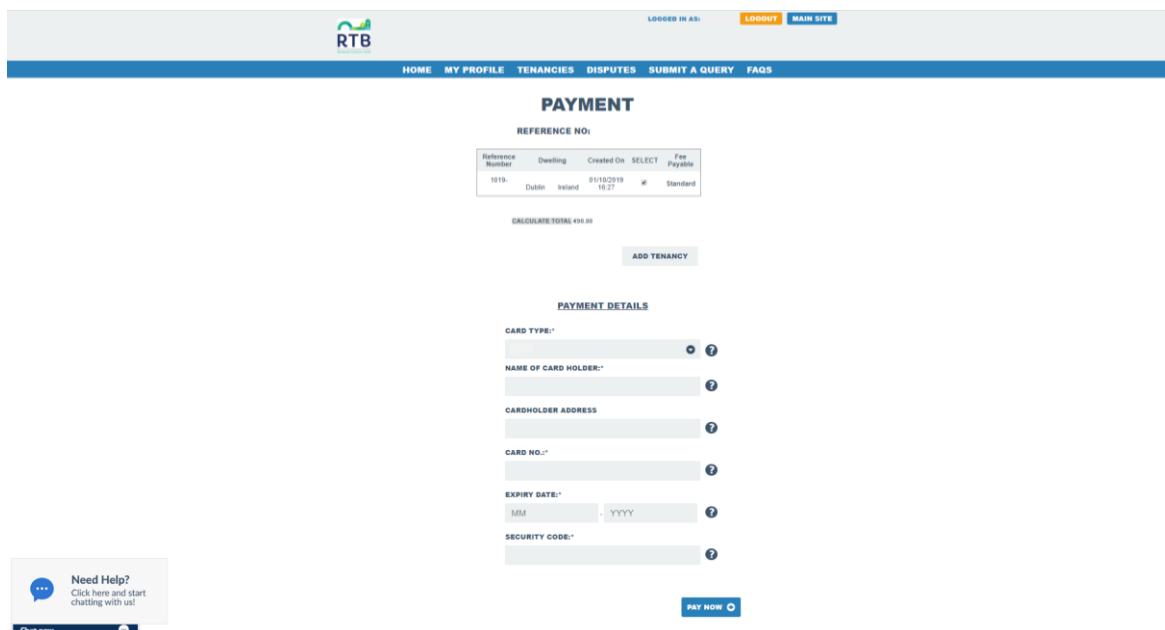
If you are not yet ready to make a payment and wish to complete more tenancy registrations before paying, you must still proceed to the payment page in order to take the tenancy details you just entered to a “complete” status – you can do this by simply ticking the declaration box on the “Tenancy Summary” page and then clicking “proceed”. After that, if you do not wish to pay at this stage and want to add more tenancies then you can do so by choosing the “New Tenancy” option at the bottom of the page and repeat the steps as above.

When you are ready to pay for all your tenancy applications, you choose “proceed” from the tenancy summary page and all your drafts at “complete” status should be listed here ready for payment. If you notice any applications missing from this list, it is possible that they are not at “complete” status and you will need to go into that individual application (from the list on the “Register a Tenancy” page) and make it “complete” by following the steps outlined in the above paragraph.

10. You are now on the “Payment” page. You can select the applications you wish to pay for by ticking the select box associated with them. Click “Calculate”.



11. You can now enter your payment card details to pay for the applications selected



Both landlord and tenant should receive a letter confirming the tenancy has been registered once the registration has been fully processed. This will be received by e-mail or post, depending on the preferred method of communication chosen.

This letter and/or electronic copy should be kept in a safe place as it is an important document and you may need to refer to it during the tenancy.

If you do not receive your confirmation letter, please contact registrations@rtb.ie

Landlords may use the confirmation letter as a receipt for payment of the registration fee, where appropriate. Landlords may be requested to provide this confirmation letter to the Revenue Commissioners when seeking mortgage interest relief on residential properties. Tenants may require proof of their tenancy for a number of State Agencies – the confirmation letter may be required for this purpose also.