

# Annual Registrations

## Information Guide



Bord um Thionóntachtaí Cónaithe  
Residential Tenancies Board



### When does annual registration start?

Annual registration starts on the 4 April 2022.

### What is annual registration?

Annual registration is the requirement for landlords to register their tenancies every year on the anniversary of the date the tenancy began. Previously, tenancies were only required to be registered again if a tenancy continued into a 'further Part 4' tenancy.

### When do I need to register my tenancy again?

From 4 April 2022, annual registration will be due on the next anniversary of the date that a tenancy began. **For example**, if a tenancy began on 15 August 2018, it will be due for annual registration on 15 August 2022, and every year on 15 August after that for as long as the tenancy continues.

### How long do I have to get my tenancy registered?

You can complete your annual registration up to one calendar month after the due date, without a late fee being applied.

### What can I do to prepare for the annual registration of my tenancies?

If you have not already done so since our new system launched in November 2021, you need to visit the RTB website at [www.rtb.ie/portal](http://www.rtb.ie/portal) and create a new RTB online account.

You can link your existing tenancies to your new online account.

You should do this in advance of your tenancy being due annual registration. Once linked to your online account you will easily be able to see when annual registration is due for your tenancies and register on time, avoiding any potential late fees.

You can find out more information about the RTB online accounts and linking your existing registrations at [www.rtb.ie/info-hub](http://www.rtb.ie/info-hub).

### How can I check if my tenancy is due for annual registration?

Please check your own records held for your tenancy. On the next anniversary of when the tenancy began you will need to complete an annual registration if this tenancy is continuing.

If you have an RTB online account, go to your 'Manage Registrations' page;

- ▶ filter the registration status column to 'Pending Registration' – these tenancies are due annual registration.
- ▶ the next registration due date column displays the date when you will next need to register the tenancy if it is continuing.

If you do not see your tenancy on the 'Manage Registration' page of your online account, you need to link your existing tenancy to your RTB online account. Guidance on how to link your tenancy is provided at [www.rtb.ie/info-hub](http://www.rtb.ie/info-hub).

### Are the registration fees still the same?

No. The fee structure has changed for the private rental sector and for the Approved Housing Body (AHB) sector. The standard fee is €40 for each private rental sector tenancy registration, and €20 for each AHB tenancy registration.

Information on fees and late fees are available on the RTB website at [www.rtb.ie/register-a-tenancy/registration-fees](http://www.rtb.ie/register-a-tenancy/registration-fees).

### **How do the new late fees apply?**

A late fee will be charged for every month, or part thereof, that the registration is late i.e. more than one calendar month after the tenancy commencement date. The fees are cumulative and will continue to build for as long as the tenancy remains unregistered, and the landlord remains non-compliant. This applies to both new registrations and to annual registrations.

### **What is the fee if I have more than one new registration in a 12-month period?**

Under this change to legislation, if a landlord needs to make a second new registration on the same dwelling in a 12-month period, there is no fee for this second tenancy registration, nor any subsequent registration in that 12-month period. If the landlord is late registering a tenancy, the standard fee and any late fees will be applied. The online registration process will calculate any fee payable.

### **Are there any registration fee exemptions?**

Yes, certain applications to register a tenancy may qualify for a **temporary registration fee waiver** for a period of time. The **temporary registration fee waiver** applies to those landlords who have registered a 'further Part 4' tenancy prior to the 4 April 2022.

Tenancies that have a duration longer than six months are called 'Part 4' tenancies. Before 4 April 2022, when such a tenancy was due to expire, landlords could renew this tenancy registration and this renewed tenancy is known as a 'further Part 4' tenancy. Landlords in these scenarios must still complete the annual registration of their tenancy on time but are exempt from having to pay an annual registration fee for the portion of the tenancy remaining in their 'further Part 4' tenancy.

**For example**, if there are three years left on the 'further Part 4' tenancy, then the landlord will be exempt from paying an annual registration fee for those three years. Even though there is a fee waiver in place in these circumstances, landlords are still required to complete the annual registration in accordance with the regulations. If the annual registration is late, then the standard fee and any late fees will be applied.

This fee waiver will be automatically applied when you register a tenancy online where an application meets the required criteria.

If you are filling out a paper Tenancy Registration Application (RTB1) Form, no payment is due where an application meets the required criteria.

### **I need to register a new tenancy, with a commencement date prior to 4 April 2022.**

#### **What is the fee for this registration?**

If you are registering a tenancy, with a tenancy commencement date before 4 April 2022, the previous fee structure will apply. Information on fees and late fees are available on the RTB website at [www.rtb.ie/register-a-tenancy/registration-fees](http://www.rtb.ie/register-a-tenancy/registration-fees).

### **Does annual registration mean that I only have to inform the RTB every year about my rental properties?**

If there are any changes to the existing tenancy, such as a change to rent, or a tenant, then you are legally required to update the tenancy details when they happen. You can do this online by editing the existing tenancy. Alternatively, a Tenancy Update Form is available to download from [www.rtb.ie/forms-documents](http://www.rtb.ie/forms-documents). If a new tenancy is created, then it must be registered with the RTB within one calendar month of the date it begins. You **must close the previous tenancy first** before you register the new tenancy.

### **Will I still receive a letter confirming that my tenancy has been registered?**

Yes, a letter will issue to all landlord/s and tenant/s listed on the tenancy registration once the details of the annual registration have been confirmed.

### **Will the RTB be reminding landlords when they need to complete an annual registration?**

The RTB will issue reminders to landlords by post or by email that they have a tenancy which is due for annual registration.

The paper registration (RTB1) form is available to download from [www.rtb.ie/forms-documents](http://www.rtb.ie/forms-documents).