Tenancy Update Form

RTB Bord um Thionóntachtaí Cónaithe
Residential Tenancies Board

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

The purpose of this form is to capture updates since the most recent 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 applicable)*

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

5. **Previous 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, please also provide the tenant's date of birth (if available) and contact details, this can also be entered here. If you are removing a tenant, 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 Details:**

9. **Tenant to be Removed:**

Part D – Add/Remove a Landlord

If you are updating the tenancy with regard to a landlord, please provide the Name, Date of Birth, PPS Number/CRO Number, Residential Address, 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 Details:

11. Landlord to be Removed (if any):

Part E – Add/Remove Authorised Agent

If you are updating the tenancy with regard to an authorised agent, please provide the Name, Date of Birth, PPS Number/ CRO Number, Correspondence Address and Mobile Number of the new authorised agent in the space below.

12. Add New Authorised Agent Details:

13. Authorised Agent to be Removed (if any):

Part F – Add/Remove Management Company

If you are updating the tenancy with regard to a management company, please provide the Company Name, and CRO Number of the new management company in the space below.

14. Add New Management Company Details:

15. Management Company to be Removed (if any):

Part G – 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.

16. I am no longer the owner of this dwelling:

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

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

Part H – Update of Other Tenancy Details

If there have been any other changes to the tenancy details since the registration of this tenancy with the RTB, please specify the details below and the RTB will amend the Register of Tenancies accordingly.

19.

Notes:

Updates to the Rent Amount should be received by the RTB **within one month after the date the new rent becomes payable.**

Landlords seeking to rely on an exemption from the rent increase restriction in Rent Pressure Zones (RPZs) when reviewing the rent are required to submit notification of this to the RTB within one month of the new rent being set. A form is available at **www.rtb.ie** to submit this notification of exemption to the RTB.

No fee is payable for an update to a tenancy. If a new tenancy registration is required, you can get a Tenancy Registration Application (RTB1) Form at **www.rtb.ie**.

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

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Name:

Landlord/Authorised Agent (block capitals)

Signed: **Date:**   /   /

Landlord/Authorised Agent

Please send this form and any relevant documentation to:

Residential Tenancies Board
PO Box 47
Clonakilty, Co. Cork

Or by email to:
Registrations@rtb.ie