

## Guide to completing your Tenancy Data Sheet (TDS) 2020/2021

### Introduction:

For the 2020/2021 academic year, there will be no transitional period of 4 months, as this was only for the first year of the new registration requirements. **All tenancies must be registered within one month of the tenancy start date.**

Late fees will apply for applications received outside the one-month period referred to above in respect of each month or part of a month after the tenancy start date. There is no maximum late fee and late fees will continue to accrue until paid (*for more details on fees, please scroll to page 9*).

To facilitate your registrations this year, please complete a Tenancy Data Sheet (TDS).

Please note that some fields have been locked. If you do need to edit these details or have any problems accessing the Tenancy Data Sheet, please contact us [ssa@rtb.ie](mailto:ssa@rtb.ie)

Please take care to complete the TDS in full and correctly. Incomplete TDS' may lead to multiple communications from the RTB.

### **Section 1:**

<b>SECTION 1</b>			
DEVELOPMENT NAME:*			
DEVELOPMENT ADDRESS:			
<i>*Please note that details relating to only one development can be entered on a Tenancy Data Sheet (TDS). If you need to register properties in more than one development please use a separate Tenancy Data Sheet for each development.</i>			
Name For Invoice			
Address for Invoice			
Please indicate if you are the landlord, Agent and/or management company as appropriate. ( <i>Please select all that apply!</i> )			Landlord <input type="checkbox"/>
			Agent <input type="checkbox"/>
			Management Company <input type="checkbox"/>
If you are an Agent or mgt company, please provide details of the person who completed the Tenancy Data Sheet			
Contact Name		Email	Contact Phone Number
I confirm I have the authority to act on behalf of the landlord(s) listed in this TDS and they have full knowledge I am completing tenancy registration(s) on their behalf. Please tick the box adjacent.			<input type="checkbox"/>
I declare that, to the best of my knowledge and belief, all the information I have provided on this form is correct. Please tick the box adjacent.			<input type="checkbox"/>

- Please provide the development name and address.
- Please note, if you have multiple SSA developments, you should complete one TDS for each development and return these separately. Multiple developments must not go on the same TDS.
- Each TDS returned to the RTB will result in a single invoice only. Please detail the name and correspondence address for the invoice.

- Please indicate who is completing the TDS i.e. Landlord, Agent and/or Management company (please select all that apply)
- If you are an Agent or management company, you must provide the following details of the person completing the Tenancy Data Sheet:
  - ✓ Contact Name
  - ✓ Email address
  - ✓ Contact Phone no.
- If you are an Agent or management company, you must ensure to tick the declaration box stating *“I confirm I have the authority to act on behalf of the landlord(s) listed in this TDS and they have full knowledge I am completing tenancy registration(s) on their behalf”*
- Please tick the declaration\* boxes to confirm that all information provided on the TDS is correct to the best of your knowledge

\*it is an offence to knowingly or recklessly furnish false or misleading information to the Residential Tenancies Board. If found guilty, a person shall be liable on summary conviction to a fine of up to €4,000 or a term of up to 6 months imprisonment or both

**Section 2- Landlord Details:**

SECTION 2: Landlord Details										
Is Landlord a Company or Individual?	Landlord is a Company		Landlord is an Individual				For Companies <b>and</b> Individuals			
	Company Name	CRO Reg. No	Landlord 1 Name	Landlord 1 PPSN	Landlord Name 2	Landlord 2 PPSN	Landlord Address	Eircode	Phone Number	Email

Please select whether the landlord is a company or individual and fill in the relating fields:

- Landlords Personal Public Service Number (PPSN) be provided where the landlord is an individual (There may be more than 1 landlord, therefore we have provided you with extra columns i.e. Landlord1/Landlord2 to allow for this).
- If the landlord is a company, then the registered number of that company (CRO) must be provided.

**IMPORTANT:** The address of the landlord given on the TDS will be used by the RTB for corresponding with the landlord in relation to this tenancy.

**Section 3- Agent Details (if applicable):**

SECTION 3: Agent Details (if applicable)								
Is Agent a Company or Individual?	Agent is a Company		Agent is an Individual		For Companies <b>and</b> Individuals			
	Company Name	CRO Reg. No	Agent Name	Agent PPS	Agent address	Eircode	Phone Number	Email

If applicable, the details of the person/company who is authorised to act on behalf of the landlord should be entered in this section.

Please select whether the agent is a company or individual and fill in the appropriate fields:

- Agent Personal Public Service Number (PPSN) is to be provided where the agent is an individual.
- If the Agent is a company, then the registered number of that company (CRO) must be provided.

**Section 4- Management Company Details (if applicable):**

SECTION 4: Management Company Details (if applicable)					
Company Name	CRO Reg. No	Address	Eircode	Phone Number	Email

If applicable, the details of the management company should be provided in this section.

**Section 5- Address of Rented Dwelling:**

SECTION 5: Address of Rented Dwelling								
Building Name	Block	Unit No.	Room No.	Address Line 1	Address Line 2	Address Line 3	County	Eircode
Student Park House	Block 1	Apt 12	1	Dublin Road			Dublin County	D02 AB12

The address should be entered **one Excel row per room**. To illustrate how address should be inputted please see address example: Student Park House, Block 1, Apt 12, Room 1, Dublin Road, Co. Dublin, D02 AB12

Example address Student Park House, Block 1, Apt 12, Room 1, Dublin Road, Co. Dublin, D02 AB12

- **Building Name:** Please enter name of the building e.g. Student Park House
- **Block:** This could be a name or a number e.g. Student Hall or Block 1
- **Unit no:** This applies to units or apts that consist of 1 or more rooms e.g. Unit C or Apt 12
- **Room no:** Please assign each room a number or letter if they don't already have one e.g. Room 1 or Room A

We are aware that all fields may not be applicable to your accommodation. Please insert N/A in the fields that are not applicable.

**Section 6- Tenancy Details:**

<b>SECTION 6: Tenancy Details</b>			
No. of occupants	Tenancy Commencement Date (DD/MM/YYYY)	Frequency of Payment (Month/ Semester/ Full Term)	Rental Amount
2	01/09/2019	Semester	500.00

- **No. of occupants:** Please give the number of tenants in the room e.g. if it is a twin room there will more than likely be 2 tenants in the room
- **Tenancy Commencement Date:** This is the date the tenant(s) receives the key to their dwelling. This date should be entered in format of DD/MM/YYYY
- **Frequency of Payment:** This is how often the rent is paid to the landlord. Please choose between options of Month/Semester/Full Term. If you receive rent in instalments, we would suggest you choose the option of “full term” and give the rent amount for the full academic year.
- **Rental Amount:** This is the total rent amount paid each Month/Semester/Full Term for **the room (not tenant)**. This should be entered in the format 1234 or 1234.56 as appropriate. The cell will display the euro amount to two decimal places by default.
- **Deposit Amount:** Please give deposit amount here. A deposit is a sum of money that is paid by a tenant to the landlord usually before a tenancy commences or on the date of commencement of the tenancy.

**Section 7- Composite**

<b>SECTION 7: Composite</b>

This column will be used to identify composite fees. Please note that a composite is made up of between a minimum of five and a max of ten dwellings:

- being registered at the same time
- owned by the same landlord
- all dwellings must be in the same property, accessed by a **single main door** or a **single ground floor door** (if apartment complex)

- whose registrations are all received within one month of the earliest tenancy commencement date

There is a reduced registration fee of €170 per composite.

If the dwelling is part of a composite, please select “Yes” from the drop-down list. We would recommend you list your tenancies by groups of composites. We have attached a separate Composite guide to assist you in identifying them.

**Section 8- Tenant Details:**

SECTION 8: TENANT DETAILS				
Tenant 1 Details				
First Name	Surname	PPS number	If tenant has no PPSN or you have made a reasonable effort to obtain it but it has not been provided, please place an X in box below	Email Address (If available)
Ciara	Cronin		x	ssa@rtb.ie

Please provide the details of the tenant(s) residing in each room. Where more than one tenant in each room, extra columns have been provided to allow for this, (up to six tenants per room, please contact ssa@rtb.ie if more tenant fields are needed).

**Important:** First Name and Surname are the only mandatory fields. If the tenant does not have a PPSN or you are unable to provide tenant PPS number, you must place X in the column confirming that you made a reasonable effort to obtain it.

**Copying and Pasting into Tenancy Data Sheet**

Please note that certain fields have been locked to preserve the formatting of the TDS so you will not be able to delete rows or columns, but you will of course still be able to delete any data you enter by selecting the relevant cell(s) and pressing the Delete key.

There is an issue with Excel around the copy and paste function in a locked workbook. The issue relates to formatting.

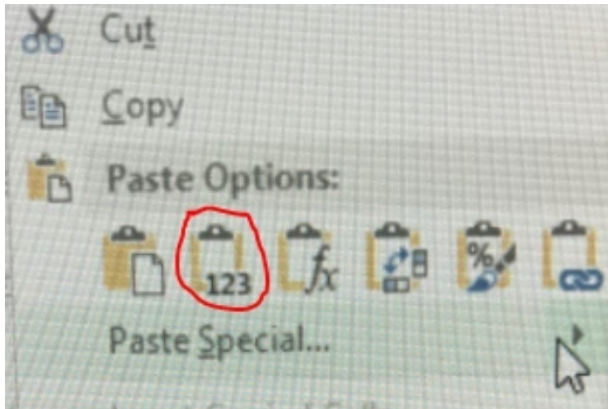
When a user copies from another source and pastes into their Tenancy Data Sheet (TDS) they are changing the status of the cell from “Unlocked” to “Locked”. **When the user goes to edit or delete the cell, an error message appears.**

Unfortunately, Excel does not currently provide any inbuilt way of countering this.

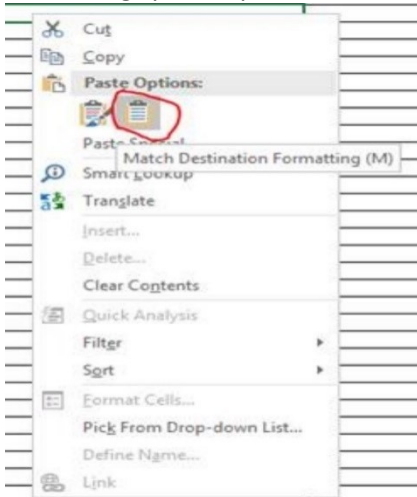
To help you complete your TDS, please find below instructions on how to avoid any error messages.

Unfortunately, we can’t cover every scenario but hopefully this will assist.

- When copying info within your TDS or from other excel docs, the following Paste options will appear, choose the “Values” option as circled in red in the pic below.



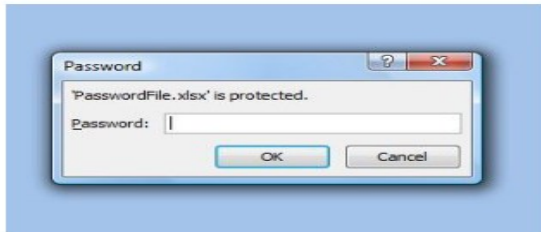
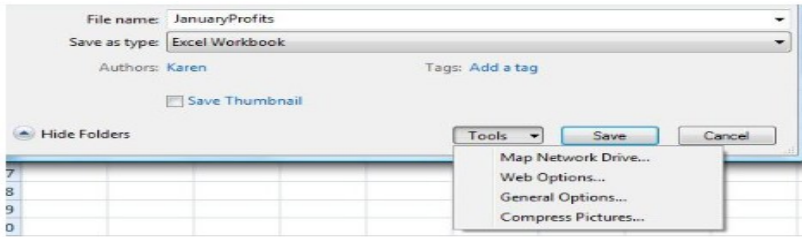
- When copying info from another source into your TDS you can use the “match destination formatting” paste option. See screen shot below:



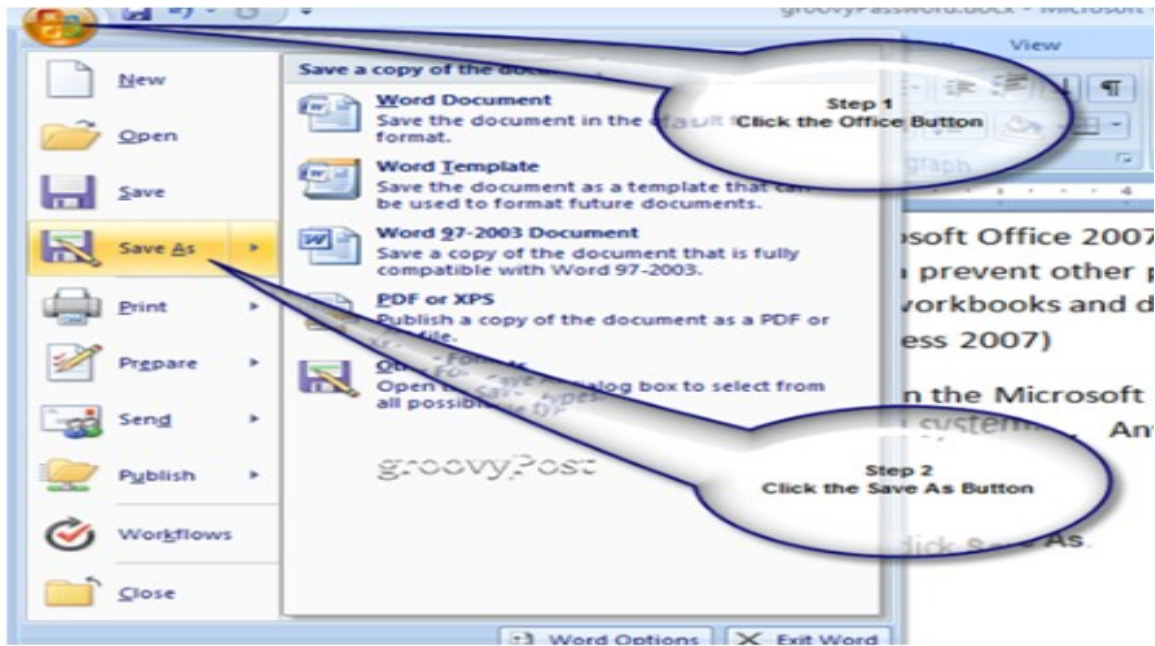
### How to Return TDS

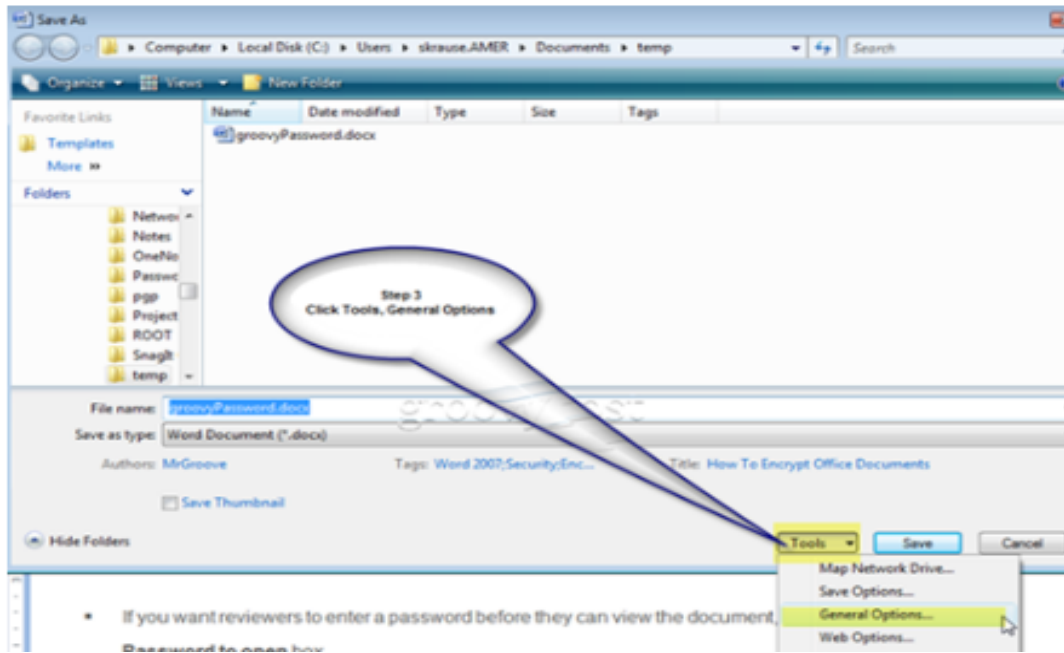
You must return your completed TDS to [ssa@rtb.ie](mailto:ssa@rtb.ie).

To ensure the data provided in your completed TDS is secure, please save it with a password (Click on “Save As”, then “Tools”, then “General Options” and the “Password to Open” option) and send on the password in a separate email after returning the TDS.



If you have an older version of excel the below screen shots should assist in password protecting your TDS.





Once you have returned your TDS to [ssa@rtb.ie](mailto:ssa@rtb.ie), receipt will be acknowledged by the SSA Team. The TDS will then be processed. The RTB will then generate an invoice with details of fees owed.

Fee Structure		
Fee Type	Type of Application	Fee
Standard Fee	For the 2020/2021 academic year, there will be no transitional period to register tenancies and registrations will be required one month after the Tenancy Commencement Date.	€40
Composite Fee	Between 5 and max of 10 tenancies in one building being registered at the same time, by the same landlord and within 1 month of the earliest Tenancy Commencement Date of that group of tenancies.  For example, one accommodation block, with	€170



	<p>one main entry, has 26 student units. The total fee is 3 composites = 3 x €170 = €510 (total to be paid for registering the tenancies).</p>	
<p><b>2nd or subsequent registration within a 12 month period</b></p>	<p>No fee will apply to the 2nd or subsequent registration in a 12 month period, in respect of the same dwelling.</p>	<p>No fee</p>
<p><b>Late Fee</b></p>	<p>Application is received more than one month after the Tenancy Commencement Date and in respect of each month or part of a month after such date.</p> <p>There is no maximum late fee applied, as the late fee will continue to add up until it is paid.</p>	<p>€10</p>