

Guide to completing your Tenancy Data Sheet (TDS)

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Introduction:

All providers of Student Specific Accommodation (SSA) are required to register their tenancies with the RTB. The registration requirements are different for SSA compared to those in the private rented sector. SSA requirements state that each room in a unit must be registered. If a room is being rented, each room is considered as a tenancy/licence. In other words, each individual room will be treated as a dwelling.

Since 04 April 2022, a landlord is obliged to register each tenancy, within 1 month of its commencement date and every year after this, on the anniversary of the date the tenancy began, for so long as the tenancy/SSA licence exists.

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. Further information on fees can be found here: <https://www.rtb.ie/registration-and-compliance/registrations/student-specific-accommodation>

To facilitate your registrations, please complete a Tenancy Data Sheet (TDS) which is available to download <https://www.rtb.ie/registration-and-compliance/registrations/student-specific-accommodation>

If you have previously completed a Tenancy Data Sheet, please contact ssa@rtb.ie to receive a personalised 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

How to Edit Tenancy Data Sheet

Section 1 Development Name and Invoice Information:

Once you have downloaded the TDS and opened the file, you will be presented with the following:

SECTION 1			
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 provide the Name for Invoice, Address for Invoice
- Please note, if you have multiple SSA developments, you should complete one TDS per development and return 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 Company Name or Landlord Name 1 (if Individual)	Landlord Name 2	For Companies	For Individuals		For Companies and Individuals						
			CRO Reg. No	Landlord 1 PPSN	Landlord 2 PPSN	Landlord Address Line 1	Landlord Address Line 2	Landlord Address Line 3	Landlord Address County	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 and 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 apartments 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
- Address Line 1, Address Line 2 and Address Line 3
- **County**
- **Eircode** Please input Eircode all landlords are now required to provide the correct Eircode for their rented dwelling when completing a registration. This change has been made to ensure that the same dwelling is not registered multiple times and to improve the accuracy of our registration data.
- **Local Authority** please input local authority.

Section 6- Tenancy Details:

SECTION 6: Tenancy Details					
No. of occupants	Commencement Date of Tenancy (DD/MM/YYYY)	Frequency of Payment (Month/Semester / Full Term)	Deposit Amount	Rental Amount	Advance Rental (if any)

- **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. Please note, there are limits on the amount landlords can require anyone to pay to secure a tenancy. Further details in fee section below.
- **Advance Rental Amount:** Please give the amount of advance rent that each student has paid if any.

Please note that the law has been changed to clarify that a provider of SSA cannot seek or require a person to pay:

- An advance rent payment that exceeds one months rent
- A deposit greater than one months rent in order to secure a tenancy

In other words, SSA providers cannot seek or ask anyone to pay more than the equivalent of 2 months rent in total to secure a tenancy.

A student may, if they wish, and with the agreement of their landlord/licensor, make an advance payment of rent exceeding an amount equivalent to one months rent, only where the student is paying both rent and tuition fees to the same relevant provider.

Section 7- Tenant Details:

SECTION 7: 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.

Composite

Composite

The Composite column is located before the Landlord Details Column. This column should be used to identify composite fees. If you believe your dwellings are eligible for a composite fee, please select 'yes' in this column for each eligible dwelling. List your tenancies by groups of composites. Attached is a separate Composite guide to assist you in identifying them. Please read the guide.

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

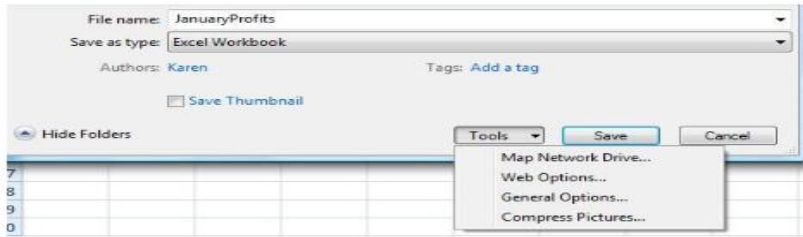
There is a reduced registration fee of €170 per composite.

Composites will not apply where registrations or payment for registrations are late.

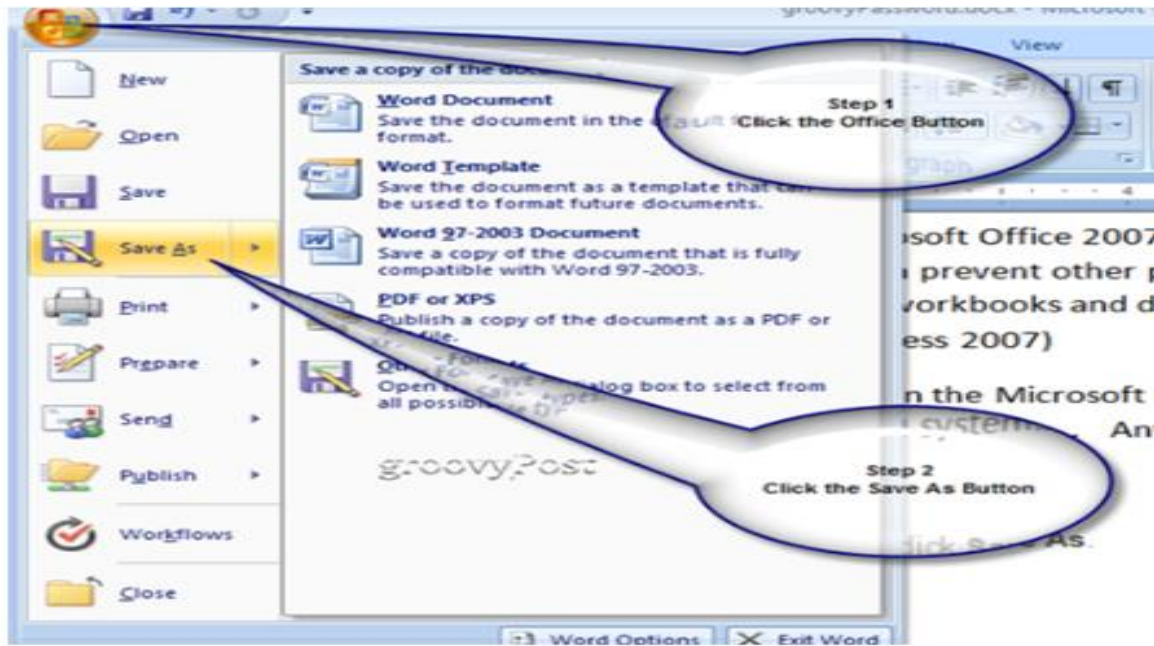
How to Return TDS

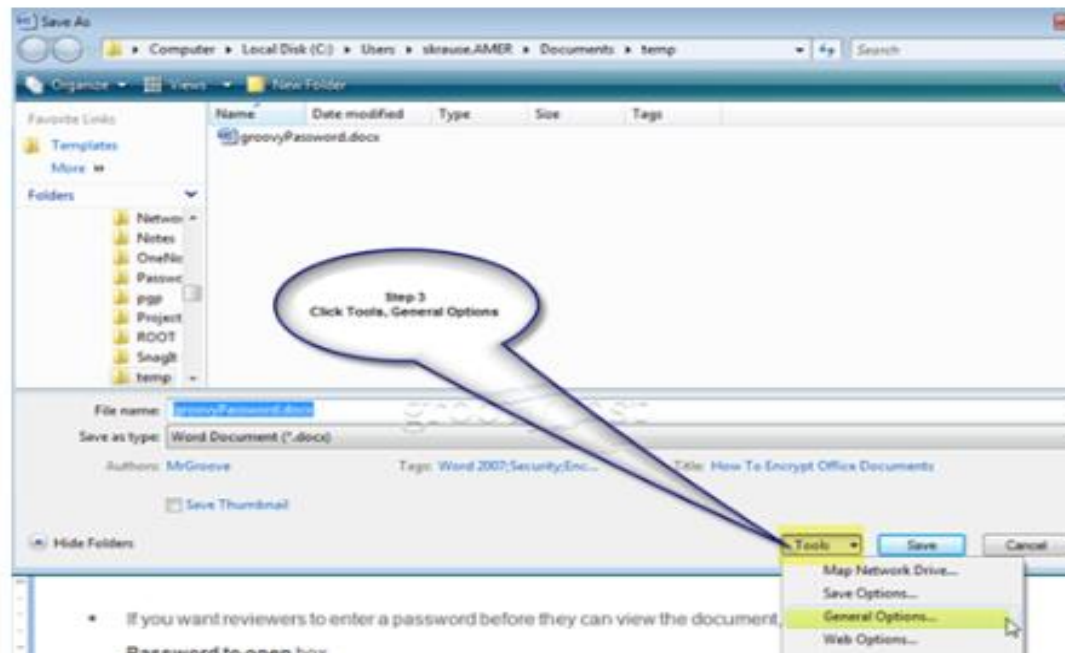
You must return your completed TDS via email to ssa@rtb.ie.

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, receipt will be acknowledged by the SSA Team. The RTB will review all information and ensure it is accurate. The RTB will generate an invoice with details of fees owed. Once invoice is issued, SSA providers have 30 days in which to pay, or late fees will apply.