RTB Bord um Thíonóntachtaí Cónaithe
Residential Tenancies Board

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/license. In other words, each individual room will be treated as a dwelling.

All tenancies must be registered within one month of the tenancy commencement 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, please complete a Tenancy Data Sheet (TDS) which is available to download from 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:

- 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)							
	Agent is a Company		Agent is an Individual		For Companies **and** Individuals			
Is Agent a Company or Individual?	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

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:

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.

Section 7- 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.

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.

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.
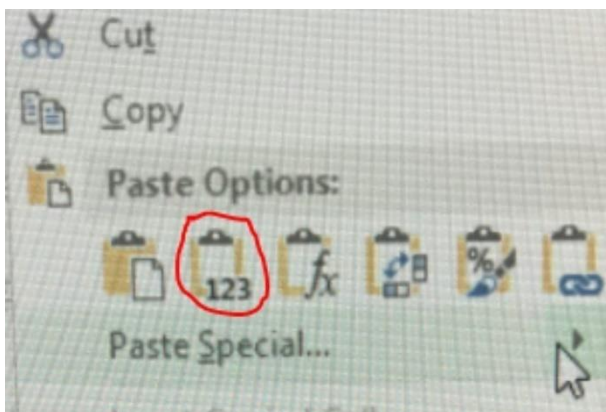

- When copying info from another source into your TDS you can use the "match destination formatting" paste option. See screen shot below:
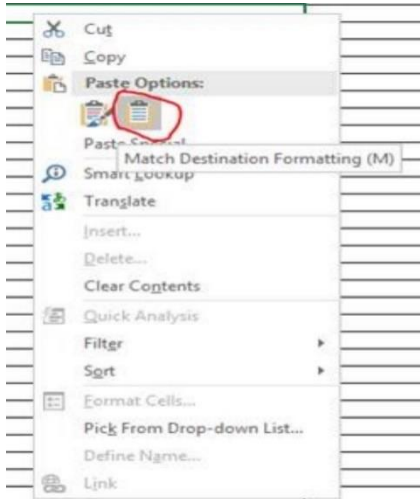
How to Return TDS

You must return your completed TDS 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.
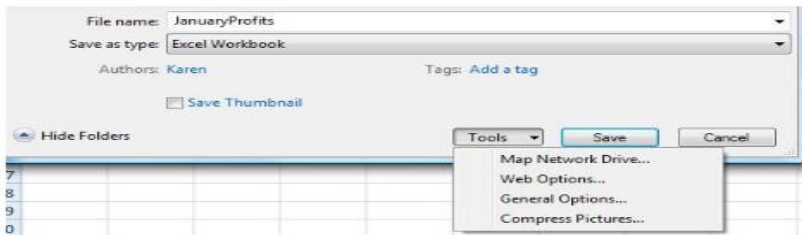
If you have an older version of excel the below screen shots should assist in password protecting your TDS.
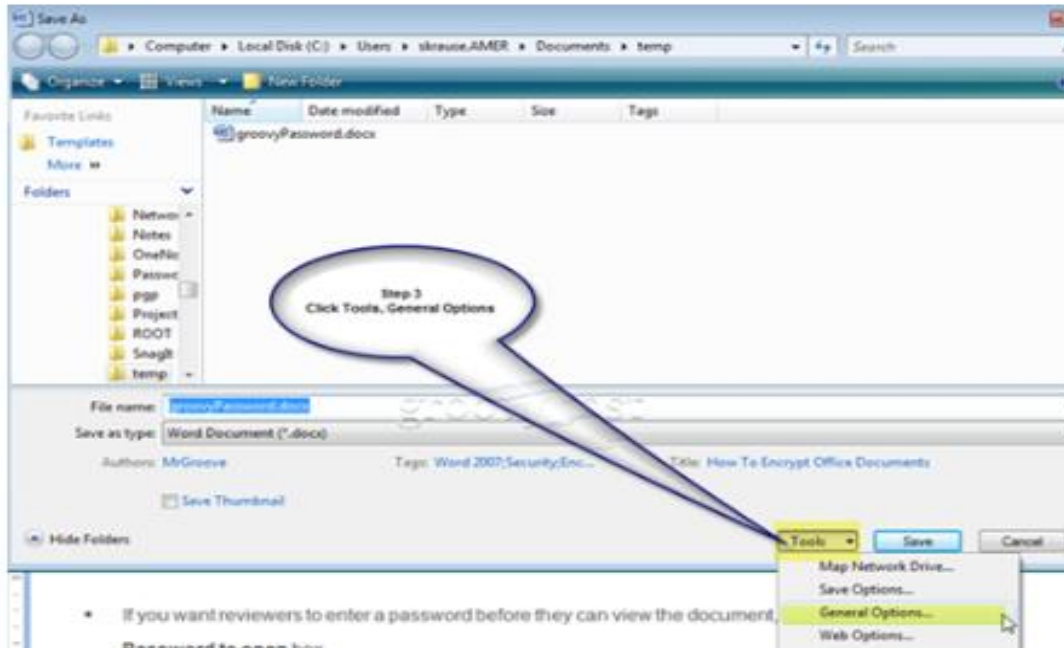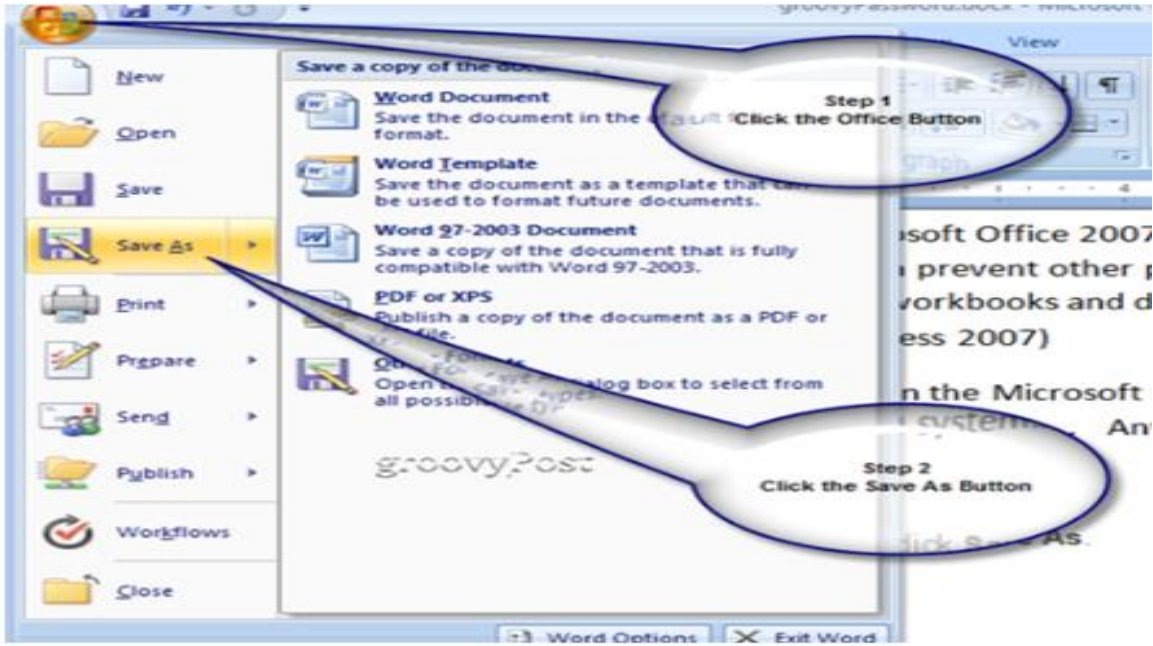
Once you have returned your TDS to ssa@rtb.ie, receipt will be acknowledged by the SSA Team. The TDS will then be processed. The RTB will then generate an invoice with details of fees owed.

Fee Structure		
Fee Type	**Type of Application**	**Fee**
Standard Fee	Registrations are 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 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). | €170 |
| **2nd or subsequent registration within a 12 month period** | No fee will apply to the 2nd or subsequent registration in a 12 month period, in respect of the same dwelling. | No fee |

Late Fee	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. There is no maximum late fee applied, as the late fee will continue to add up until it is paid.	€10

There are limits on the amount landlords can require anyone to pay to secure a tenancy:

A deposit cannot exceed more than one month's rent; and

An advance payment of rent cannot exceed one month's rent.

A landlord cannot ask anyone to pay more than the equivalent of 2 months' rent in total to secure a tenancy. These limits apply to tenancies created on or after 9 August 2021.

There is an exception to these rules for students who occupy Student Specific Accommodation (SSA). Students may pay more than one month's rent in advance if they wish to do so and with the agreement of the accommodation provider.

Further information can be found here: https://www.rtb.ie/investigations-sanctions

Notice Periods to End a Student Tenancy

From 6 July 2022, the notice periods an SSA provider must provide a tenant when ending a tenancy have increased. They are as follows:

Duration of a Tenancy	**SSA Provider Notice Period**
Less than 6 months	90 days

Not less than 6 months, but less than one year	<u>152</u> days
Not less than three years, but less than seven years	180 days
Not less than seven years, but less than eight years	196 days
Not less than eight years	224 days

How to serve a valid Notice of Termination?

A provider of SSA is required to serve a valid written Notice of Termination to end a tenancy agreement with a student tenant. For information on how to serve a valid Notice of Termination please see: https://www.rtb.ie/ending-a-tenancy/notices-of-termination