

Have you registered all your tenancies?

What is the Residential Tenancies Board?

The Residential Tenancies Board (RTB) is a public body set up to support and develop a well-functioning rental housing sector. Our remit extends to both the Approved Housing Body sector and the private rental sector. Our role is to regulate the rental sector, provide information to inform policy, maintain a national register of tenancies, resolve disputes between landlords and tenants, and provide information to the public.

What do we do?



INFORMATION, RESEARCH AND EDUCATION

We provide high-quality information and assistance to the public, tenants and landlords on their rights and responsibilities, in terms both of living and providing accommodation in the rental sector. We also provide accurate and authoritative data on the rental sector, such as the **Rent Index**, which allows us to monitor trends in the rental sector, but also allows individuals to check and compare rents in particular locations.



REGISTRATIONS

All private residential landlords and Approved Housing Bodies, who are not-for-profit housing providers, often referred to as Housing Associations, must register their tenancies. A public register of tenancies is available on our website. The registration of tenancies enables us to collect important data on the sector. It is also a key part of regulating and supporting the sector and ensuring that landlords and tenants are aware of their rights and responsibilities.



DISPUTE RESOLUTION

Since 2004, we have replaced the courts in dealing with the majority of disputes between landlords and tenants through our Dispute Resolution Service. This service offers a choice of resolution types to parties – mediation or adjudication. For general information on the RTB and in particular on registration and dispute resolution, please visit our website at www.rtb.ie.



Why did you receive this guide?

The registration of tenancies enables the RTB to collect important data on the rental sector. It is also a key part of regulating and supporting the sector and ensuring that you and your tenants are aware of your rights and responsibilities.

If a landlord registers his/her tenancy within one month of the tenancy commencing or the registration renewal date, they can avoid a late fee. Please note this Guide issues as a mailshot to all landlords, including those who have fully complied with their responsibility to register. If you have already registered and are up to date with your registration information there is no need to take further action.

This guide is designed to act as a gentle reminder and to provide helpful information to landlords regarding the legal requirement as Private Residential Landlords and/or Approved Housing Bodies, to register their tenancies so that they do not find themselves prosecuted for non-registration. A public register of tenancies is available on our website www.rtb.ie.

Are you a landlord?

Persons renting or leasing any dwelling are considered landlords and are legally required to register each tenancy with the RTB. Persons renting dwellings to tenants availing of the Rental Accommodation Scheme (RAS), Housing Assistance Payments (HAP) or whose tenants are in receipt of Rent Supplement are also considered landlords and as such are required to register these tenancies with the RTB.

Are you an Approved Housing Body?

Approved Housing Bodies (AHBs), also known as Housing Associations, came under the remit of the RTB on 7 April 2016 and are now required to register their tenancies. If you represent or manage an AHB and you received this guide, please contact us immediately by phone on 0818 303038 and select option 2, or by email at enforcement@rtb.ie so that we can update our landlord records to reflect that the dwelling is an AHB operated dwelling rather than a private rented dwelling.

Why register?

Under the Residential Tenancies Act there is a legal requirement on all landlords to register their tenancies.

There are also benefits to landlords in registering their tenancies such as:

- ▶ Landlords who register their tenancy(ies) within one month of the tenancy commencing or the registration renewal date, can avoid a late fee of €90.
- ▶ Landlords can avail of the RTB Dispute Resolution Service. There is no fee for Mediation, however a modest fee of €15 is payable for Adjudication if the application is made online and €25 if the application is sent in by post.
- ▶ Landlords can claim mortgage interest relief in respect of the property.
- ▶ Landlords can claim the registration fee as an allowable expense.

A dispute application cannot be accepted from a landlord if the tenancy is not registered. However, a dispute application can be accepted from a tenant irrespective of whether or not the tenancy is registered.

For more information on renting your property please go to:
www.rtb.ie

The RTB respects your privacy and is committed to complying with Data Protection law. For information on how the RTB handle your personal data, please refer to the RTB Privacy Statement at: <https://onestopshop.rtb.ie/privacy-statement>

Disclaimer – The information in this publication is intended as a general guide only. While every effort was taken to ensure the accuracy of information contained in this guide, the RTB do not accept any errors or omissions howsoever arising.

How can I register a tenancy?

Any person who rents or lets out a dwelling can register their tenancy(ies) online at www.rtb.ie using the Tenancy Management System (TMS) with the create account or login section of the website. Alternatively, you can download our registration form from www.rtb.ie

What are the fees for registration of tenancies?

For tenancies starting on or after 1 January 2011 the fee is €90 per tenancy being registered on time, which is within one month of the commencement of the tenancy (even where the tenancy lasts less than 1 month). If the registration application is not submitted within this period, the application fee is doubled, to €180.

What are the penalties if I fail to register my tenancies?

The RTB receives notification of non-registered tenancies from a range of sources including the Department of Social Protection, Local Authorities, members of the public, tenants, tenant representative organisations, elected representatives, residents associations and from the RTB's dispute resolution database. The RTB review these and commence notification with the landlords found not to be compliant.

If after such notifications, the landlord fails to register they may be prosecuted by the RTB. A landlord who fails to comply with their obligations to apply to register their tenancy/tenancies faces a criminal conviction and a fine of up to €4,000 and/or 6 months imprisonment, if convicted under the Act. In addition to the Court imposed fines, the landlord will also have to pay the RTB's legal costs which can be in the region €2,500 plus VAT per case. The RTB does not wish to prosecute landlords; we will work with landlords to assist them in registering their tenancies if they contact us on receipt of the formal notification and in advance of any summons issuing. However, if a summons has issued then the case will go to Court.



Please call 0818 303037
or 01 702 8100 or email
registrations@rtb.ie
if you have a query or
require assistance with a
registration