



## Irish Council for Social Housing

### Guidance note: 2

### Residential Tenancies (Amendment) Act 2015

#### Information required for Registration

The Residential Tenancies (Amendment) Act 2015 amends the 2004 Residential Tenancies Act and brings tenancies of housing associations under the remit of the Residential Tenancies Board (RTB).

The Act commenced on 7th April 2016 and housing associations initially had 12 months to register their existing tenancies with the RTB from that date up until 6<sup>th</sup> April 2017. Now that that deadline has passed, housing associations must register any new tenancies within **one calendar month** from the date of tenancy commencement.

Registration can be completed by filling out the Registration Application Form which is available both to fill in online ([www.rtb.ie](http://www.rtb.ie)) and in hard copy format (RTB2 form) which is available from the RTB and ICSH. For a quick and efficient registration process, ICSH recommends online registration. Below is a checklist of the information needed in order to successfully complete your registration.

Required Information		
Details of Rented Dwelling	Compulsory	Check
Address of rented dwelling	Yes	
Eircode	No (But preferable)	
Dwelling Type e.g. house, apartment etc.	Yes	
Property Type e.g. detached, terraced etc.	Yes	
No. of Bedrooms	Yes	
No. of Occupants	No	
BER Rating (if any)	No (But Preferable)	
Local Authority in which dwelling is located	Yes	
Details of Tenancy	Compulsory	Check
Duration of fixed term tenancy (if applicable)	Yes (if applicable)	
Tenancy commencement date (TCD): For tenancies that were in place up to and including 7 <sup>th</sup> April 2016 (the date the legislation commenced) then that is the TCD for those tenancies. Any tenancies that commenced after that date, their actual date of commencement is the TCD.	Yes	
Rental amount	Yes	
Deposit amount (if any)	No	
Frequency of payment (Weekly/Monthly/Annually)	Yes	
Charges (incurred by tenant) e.g. Electricity, Gas etc.	Yes	

<b>Landlord Details</b>	<b>Compulsory</b>	<b>Check</b>
AHB Name	Yes	
AHB Reference No (as issued by PRTB)	Yes (If you did not receive a Reference No please contact the RTB/ICSH)	
CRO Registration No.	Yes	
AHB Address	Yes	
Eircode	No (but preferable)	
Telephone / Email details (Contact person)	No	
<b>Tenants Details</b>	<b>Compulsory</b>	<b>Check</b>
First Name	Yes	
Surname	Yes	
Mobile No.	No	
PPSN (the Housing Association is expected to make a reasonable effort to obtain the PPSN, but if it is not provided, this is acceptable)	No (but preferable)	
<b>Details of Landlord's Authorised Agent (if any)</b>	<b>Compulsory</b>	<b>Check</b>
First Name	Yes	
Surname	Yes	
PPSN	Yes	
CRO Registration No	Yes	
Address	Yes	
Eircode	No (but preferable)	
Telephone No.	No	
License No.	No	
<b>Management Company Details (Apartment Blocks / Complexes only)</b>	<b>Compulsory</b>	<b>Check</b>
Name	Yes	
Address	Yes	
Eircode	No (but preferable)	
CRO Registration No.	Yes	
Telephone No.	No	
<b>Payment Methods</b>	<b>Compulsory</b>	<b>Check</b>
<b>Online:</b> Debit / Credit card	Yes	
<b>Paper Form:</b> Credit card, Debit card, Cheque, Postal Order, Bank Draft. (The RTB will not accept cash payments)	Yes	

Assistance and support is available from ICSH for the registration process and if you have any queries please contact Keelin McCarthy at [keelin@icsh.ie](mailto:keelin@icsh.ie) or 01-6618334.

**Disclaimer note:** The content in this guidance note is provided for general information purposes only. If you are unsure about any of the information contained in the Act, please seek legal advice.