

Section 4.A. – Landlords Details (see Note 4A)

* (If you wish to enter a company name please do so using the first name and surname fields)

21. **Landlord** – Name and Contact Details:

Individual: Company:

First name*:

Surname*:

Address:

County:

Country:

Telephone:

Mobile:

Email:

PPSN: CRO Reg Number:

22. **Landlord** – Name and Contact Details

Individual: Company:

First name*:

Surname*:

Address:

County:

Country:

Telephone:

Mobile:

Email:

PPSN: CRO Reg Number:

For Office Use Only

* (If you wish to enter a company name please do so using the first name and surname fields)

23. **Landlord** – Name and Contact Details: (see Note 4A)

Individual: Company:

First name*:

Surname*:

Address:

County:

Country:

Telephone:

Mobile:

Email:

PPSN: CRO Reg Number:

24 **Landlord** – Name and Contact Details:

Individual: Company:

First name*:

Surname*:

Address:

County:

Country:

Telephone:

Mobile:

Email:

PPSN: CRO Reg Number:

Section 6 – Management Company (see Note 6)

31. Apartment Blocks/Complexes Only

Name:

Address:

County:

Country:

Telephone

CRO Reg Number

32. Management Agent

* (If you wish to enter a company name please do so using the first name and surname fields) Individual: Company:

First name*:

Surname*:

Address:

County:

Country:

Telephone:

CRO Reg Number:

PPSN:

Section 7 - Form Submission Details (see Note 7)

Fee Type included (please tick) Standard Late Composite No Fee

Section 134 of the Residential Tenancies Act 2004 provides that a tenancy of a dwelling must be registered by a landlord, or an agent authorised to act on his or her behalf.

Please keep a copy of form as submitted & proof of postage to the PRTB for your own records

Checklist

Before posting this form to the PRTB, please tick to confirm that:

- Each tenant has provided his or her PPSN:
- If a PPSN has not been provided by a tenant you have indicated:
 - o The tenant has no PPSN
 - OR
 - o You have made a reasonable attempt to obtain it but it has not been provided.
- PPSN or CRO of Landlord & PPSN or CRO of Agent (if any) is on the form
- You have enclosed a cheque, postal order or bank draft for the correct amount (see Note 7) and made it payable to the PRTB or provided your credit/debit card details at Part 8.

You have completed all of the relevant sections:-

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Section 1 | <input type="checkbox"/> Section 7 |
| <input type="checkbox"/> Section 2 | AND IF APPROPRIATE |
| <input type="checkbox"/> Section 3 | <input type="checkbox"/> Section 5 |
| <input type="checkbox"/> Section 4A | <input type="checkbox"/> Section 6 |
| <input type="checkbox"/> Section 4B | <input type="checkbox"/> Section 8 |

Please note that an incomplete application cannot be processed through to registration.

Please note that it is an offence to knowingly or recklessly furnish false or misleading information in a material respect when submitting an application to register a tenancy or submitting updated information in respect of a registered tenancy.

If found guilty a person shall be liable on summary conviction to a fine of up to €4,000 or, a term of imprisonment of up to 6 months, or both.

Registration data collected by the Private Residential Tenancies Board (PRTB) will be used in accordance with the provisions of the Residential Tenancies Act 2004 and any other relevant legislation and for statistics and policy research purposes.

Please return this PRTB registration form with fee by post to Registrations, Private Residential Tenancies Board, PO Box 11884, Dublin 2.