

# Third Party Request for Landlord Details



The Residential Tenancies Board is a public body set up to support and develop a well-functioning rental housing sector. The RTB provide a range of services and supports for landlords and tenants including the provision of a dispute resolution service. The RTB also provides support to third-parties in certain instances.

Landlords owe a duty to certain third-parties to enforce their tenant(s) obligations. A third-party may apply for dispute resolution if they believe that a landlord has breached a duty owed to him or her in failing to enforce a tenant's obligations. A dispute resolution application can only be made:

- ▶ If the third-party applicant is directly and adversely affected by the tenant's breach of obligations
- ▶ If, prior to making an application, the applicant has communicated, or attempted to communicate, with the landlord about the issues
- ▶ If the applicant has taken all reasonable steps to resolve the matter

Please note that in order to process this request for landlord contact details:

- ▶ The form must be completed in **full** in block capitals or typed
- ▶ The form must be signed and posted to the Residential Tenancies Board. E-mail or telephone requests are not accepted.
- ▶ The request must be made by the person(s) directly and adversely affected by the alleged conduct. An Owner Management Company or a Residents Association / Neighbourhood Watch Group may also request details where they are seeking to communicate with a landlord on behalf of a person affected.

The RTB will consider the request and will respond in writing to you as soon as possible. The RTB cannot provide landlord details if a tenancy is not registered but will initiate registration enforcement procedures in such instances. You can check if a tenancy is registered by visiting our website [www.rtb.ie/check/index.html](http://www.rtb.ie/check/index.html)

Your personal information on this form will not be disclosed to the landlord or the tenant(s). However, in the event that you submit a subsequent application for dispute resolution, the dispute application form (including the applicant's name but not address) and all supporting documentary evidence would be copied in full to the landlord and tenant(s), who will be invited to attend the dispute resolution hearing.

**N.B. This form is for the purpose of requesting landlord details in order to resolve a difficulty and is not itself an application for dispute resolution. For information on making an application for dispute resolution please visit our website [www.rtb.ie/dispute-resolution/third-party-dispute-resolution-services/](http://www.rtb.ie/dispute-resolution/third-party-dispute-resolution-services/)**

## Details of Third-Party & Rented Dwelling

Your First Name

Your Surname

Name of your organisation  
or group (if applicable)

Third-party address

Phone Number

Email

Address of rented dwelling

Please note that requests for landlord details must be made by the person who is directly and adversely affected by the alleged conduct. An Owner Management Company or a Residents Association / Neighbourhood Watch Group may also request details where they are seeking to communicate with a landlord on behalf of a person affected. The following additional information is required in order to process your request:

- ▶ Proof of identification (e.g. Passport or Driver's License, copies accepted)
- ▶ Proof of address (copies accepted)

This information is needed to verify your identity and will not be used for any other purpose. The documents will be retained in line with our retention policies and will then be destroyed in a secure manner. For further information on how the RTB handles your personal data, please refer to the RTB Privacy Statement at [www.rtb.ie/privacy-statement](http://www.rtb.ie/privacy-statement). The RTB respects your privacy and is committed to complying with Data Protection law.

Please detail the alleged breach of tenant(s) obligations occurring. Tenants have specific obligations under Section 16 of the Residential Tenancies Act (see our website for further information: [www.rtb.ie/beginning-a-tenancy/rights-and-responsibilities/](http://www.rtb.ie/beginning-a-tenancy/rights-and-responsibilities/)) and landlord details can only be released if these obligations are being breached.

Please specify how you have been 'directly and adversely affected' by the landlord's alleged failure to address the above breaches of tenant obligations (please include details of the distance between your property and the rented dwelling in question).

Please also specify efforts made by you to date to directly contact the landlord about the issues above.

**Please read the below declaration carefully and sign:**

I confirm the above information, provided by me, to be true and accurate and I undertake that any landlord contact details supplied to me by the RTB under Section 77(3) of the Residential Tenancies Act will be used solely by me for the purposes of attempting to communicate with the landlord of the above rental dwelling in order to resolve the matters specified above. I also acknowledge that I am aware that I have obligations under GDPR in obtaining personal data and I must only use data for the purpose intended.

Signed

Dated

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Please post this form to: **Third Party Information Requests, Registration Section, Residential Tenancies Board, PO Box 47, Clonakilty, County Cork.**

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## Checklist:

Have you:

- ▶ Completed the third-party request form in full?
- ▶ Outlined the breach of tenant obligations?
- ▶ Outlined your efforts to contact the landlord?
- ▶ Attached a photocopy of proof of your identity and address?
- ▶ Signed and dated the form?