



# Minimum Standards for Privately Rented Housing

## Request Form for the Inspection of a Privately Rented Dwelling pursuant to the Housing (Standards for Rented Houses) Regulations 2019

### Before completing this form, please read and understand the following:

1. Your landlord has a legal obligation to ensure that your rented home is compliant with the minimum standards defined in the Housing (Standards for Rented Houses) Regulations 2019 S.I. No. 137/2019.
2. Your Landlord **must** be informed of any problems that may arise with your home. They must be given a reasonable opportunity to access the property to address the issue before contacting this office. This request form should only be submitted if you have been unsuccessful in having your landlord address the problem adequately.
3. Only complaints that specifically relate to suspected non-compliances with the Housing (Standards for Rented Houses) Regulations 2019 can be investigated. Complaints which do not relate to the Regulations cannot be investigated.
4. Only complaints from tenants resident in the rented dwelling will be investigated. Complaints lodged by third parties cannot be entertained.
5. Inspections will be carried out at the discretion of Cork City Council.
6. Further information about the Regulations is available from <http://www.irishstatutebook.ie/eli/2019/si/137/made/en/pdf>

Rented Property Details (Please print)	
<b>Address:</b> include Eircode	
<b>Description</b> e.g. house/apartment	
<b>Name of Tenant</b>	
<b>Phone</b>	
<b>Email</b>	
Landlord/ Letting Agent Details: (Please print)	
<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

Please return the completed form to Private Rented Housing Inspections, Housing Directorate, Cork City Council, City Hall, Anglesea Street, Cork T12 T997  
**Alternately email a completed copy of the form to [PRI@corkcity.ie](mailto:PRI@corkcity.ie)**

<b>Complaint Details</b>	
In this section please describe, specifically, what are the issues with your rented accommodation including details of any previous attempts to resolve the problem. Use an additional sheet if necessary. (Please do not include any potentially defamatory remarks)	
<b>Tenant Declaration</b>	
I confirm that my landlord has been notified of the issue outlined herein and has been given an opportunity to resolve the problem. (tick box to confirm) <input type="checkbox"/>	
Date landlord notified: ____/____/____	
I consent to the collection and processing of the data provided by me to Cork City Council for the purposes of inspection of a Privately Rented Dwelling pursuant to the Housing (Standards for Rented Houses) Regulations 2019.	
I consent and note that this information may be shared/exchanged with other Government Departments/Agencies in accordance with the law and may be used by Cork City Council and other agencies to carry out their legal obligations.	
I declare that the information provided is correct and true to the best of my knowledge.	
<b>Signature:</b> _____	<b>Date:</b> _____
<b>For Office Use Only:</b>	<b>Case Ref. No.</b> _____

Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr>

We request that you read these as they contain important information about how we process personal data that is supplied to us.

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