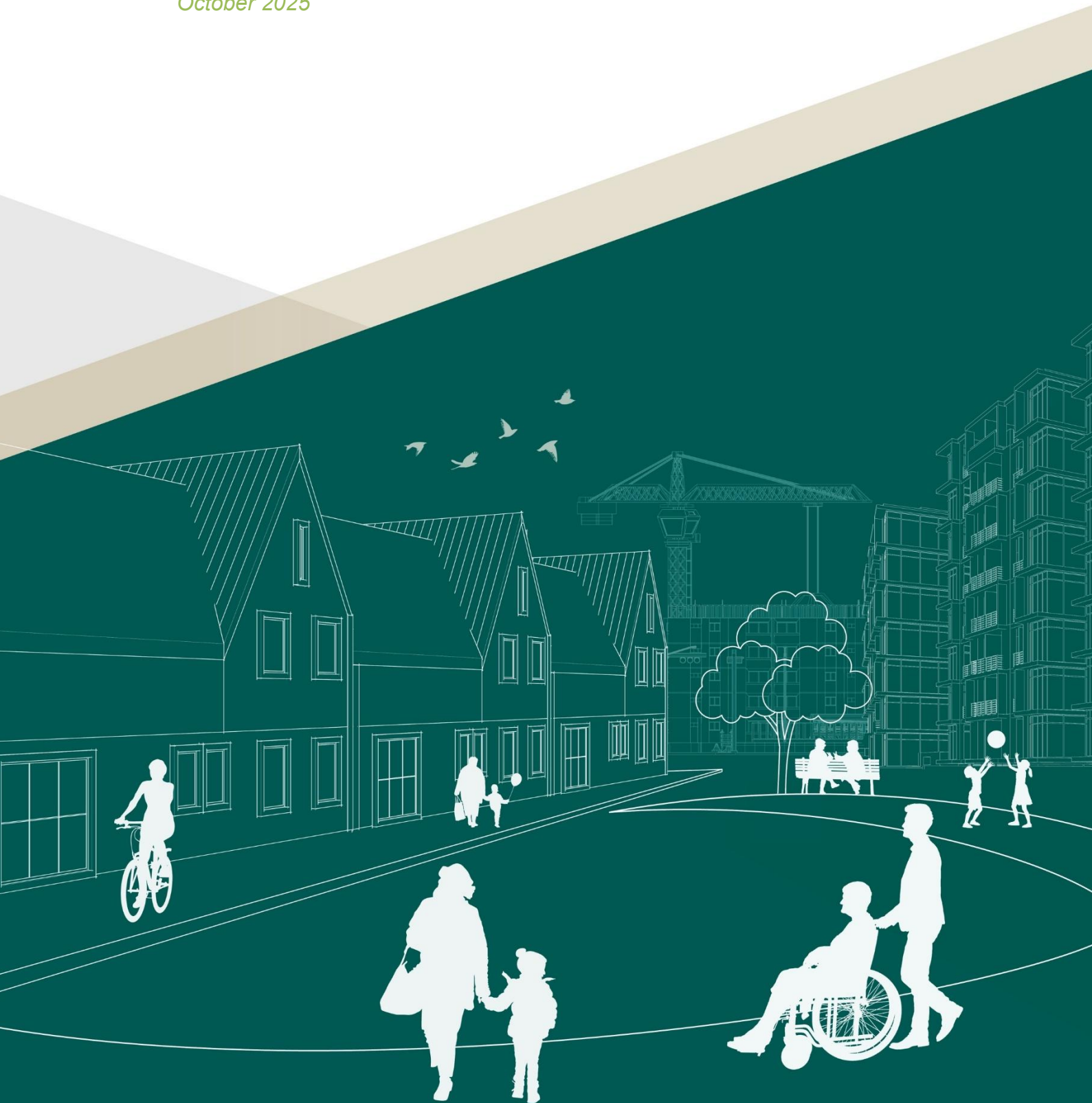


# Landlord Frequently Asked Questions

*October 2025*



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## 1. What do I need to provide to prove that I own the property?

You must provide **one valid proof** that you own the property. It is important to read the information below carefully and make sure that the document you provide is valid. If the document is not valid, it will be returned to you, and this will affect the start date of your HAP payment.

Whichever document you provide, it **must**:

1. **be in date**
2. **include the landlord's name**
3. **include the full address and Eircode of the rented property, including the apartment number and Local Property Tax (LPT) number (if applicable)**

**The landlord's name and property address must match the details provided on the HAP application.**

If you have any questions about providing proof of ownership, please contact your local authority.

There are a number of different types of proof of ownership accepted under the HAP scheme. You only need to provide **one** proof of ownership. Some of the most common proofs provided are described below along with some common reasons why the document might be rejected and returned to you.

	Type of Proof	Page No.
1.1.	Letter/email from RTB issued when tenancy <b>is registered / re-registered</b>	4
1.2.	A current insurance policy or insurance schedule for the property	5
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### **1.1. Letter/email from RTB issued when tenancy is registered / re-registered**

As with other tenancies, the Residential Tenancies Act 2004 (RTA) (as amended) governs the relationship between you and your tenant. This means that you have to register the tenancy with the Residential Tenancies Board (RTB). Further information is available on the RTB website [www.rtb.ie](http://www.rtb.ie).

You can provide a landlord tenancy confirmation letter of registration i.e. letter addressed to landlord, from the Residential Tenancies Board (RTB) showing registration with the RTB.

The address of the HAP property on the document must match the address given on the HAP application form.

#### **Some common reasons for this document being returned are:**

- The letter is addressed to the tenant not the landlord
- Registration is out of date. Taking effect from 4 April 2022, a landlord is obliged to register a tenancy every year on the anniversary of the date that tenancy began for so long as the tenancy exists. Further information is available at [www.rtb.ie](http://www.rtb.ie)
- The address of the HAP property on the document does not match the address provided on the HAP application
- The property is registered by an agent, and the landlords name is not visible on the confirmation letter
- A letter from the RTB stating that the tenancy needs to be re-registered is not acceptable

## **1.2. A current insurance policy or insurance schedule for the property**

You can provide an insurance policy or schedule which proves that you have current buildings insurance for the property. The document **must** show the following:

- (i). Landlord's name – which must match the landlord's name given in the HAP application,
- (ii). The property address – which must match the property address given in the HAP application,
- (iii). The period of cover including the start and end date,
- (iv). The building/premises cover and value
- (v). The policy number and;
- (vi). Be on-headed paper clearly identifying the insurance company

Renewal document will only be accepted if you send a receipt which is in date with matching policy number. Renewal documents and statement of fact must also show the information in points (i) – (vi) above.

If the property is a single apartment or flat, the insurance policy should list the apartment number. If the insurance policy covers the whole building, it will be accepted if the policy states one of the following or similar – “Apartments”, “Occupation: Landlord”, “Rental Income”, “Let to tenants”

### **Some common reasons for this document being returned are:**

- The insurance policy is not current; the document is for an older policy or a policy which hasn't started yet
- The address on the document does not match the address provided on the HAP application
- The policy is not in the landlord's name or the name on the policy does not match the name on the HAP application

- A renewal document or statement of fact is provided without a receipt with matching policy number or items
  - (i) – (vi) above
- A Broker's letter will not be accepted as it only shows that contents are insured. Proof is needed that the building is insured

### 1.3. Evidence of payment of current Local Property Tax (LPT)

You can provide proof that you have paid your Local Property Tax for the property for the current year or have arranged to pay by direct debit or deduction at source. The document **must** show the following:

- (i). Landlord's name – which must match the landlord's name given in the HAP application,
- (ii). The property address – which must match the property address given in the HAP application,
- (iii). Be dated within the current year,
- (iv). **If property is an apartment** the apartment number must be included,
- (v). **If the property is jointly owned**, you need to provide a letter from the joint owner or owners authorising the HAP payment to be made to one owner.


The simplest way to provide proof of current Local Property Tax payment is to give **two screenshots** from the Local Property Tax section of Revenue's website. The link is below.

<https://lpt.revenue.ie/lpt-web/views/login.html>

#### How to get screenshots on the revenue website

1. Log in using your PPS Number, Local Property Tax Property ID and PIN.
2. Click on "Show" under Returns – All Properties and click on "View Details" in the most recent year period.

Below is an example of the first Screenshot Required.


**Property Tax**

[← Back](#)

★

### Period Details

Filing Period 01/01/2022 - 31/12/2025

★

### Liable Person Details

Liable Person Name and Registration Number [REDACTED]  
 Are you the Liable Person or acting on behalf of the Liable Person? I am the Liable Person  
 Is the Liable Person resident in Ireland? Yes

★

### Property Details

Property Address [REDACTED]  
 Local Authority [REDACTED]  
 Is this the Liable Person's main residence? No  
 Is this property exempt from Local Property Tax? No

★

### Registered Property Owners

Full Name [REDACTED]

### Calculation Details

Property Value Band 4: €350,001 - €437,500

LPT Charge (basic rate)

€ 405

Local Authority Increase @ 10%

€ 40

LPT Charge (including Local Authority Increase) ⓘ

€ 445

Total LPT Charge

€ 445.00

### 3. LPT Payment History Page:

Click on “Show” under Payments– All Properties and select Show Properties by “All”.

Click on “Make Payment” in the most recent year period.

My LPT Profile
Vacant Homes Tax
MyEnquiries
GoHome
Sign out

Revenue
Property Tax

Register Residential Property
Download List of Properties

Mr [REDACTED]

Number of properties you currently own: 2

You have no outstanding actions
However, if you wish to clear your balance you can click on the pay now button.

Balance Remaining
€296.69
Pay Now

Payment method(s) on file:
Direct Debit (DD) in place for the years 2025 and 2025
Further details are available under the payments tab below.

Returns - All Properties
Show

Payments - All Properties
Hide

Show properties by:
Outstanding actions
All

Years	Balance Remaining	Actions
2025	€296.69	Make a payment View Details
2024	€0.00	View Details
2023	€0.00	View Details
2022	€0.00	View Details
2021	€0.00	View Details
2020	€0.00	View Details
2019	€0.00	View Details
2018	€0.00	View Details
2017	€0.00	View Details
2016	€0.00	View Details

Showing 1 to 10 of 13 entries
Previous 1 2 Next



- Click on "View Property" for the property being applied for.

My LPT Profile
Vacant Homes Tax
MyEnquiries
Gaelillee
Sign out

Revenue
Property Tax

Back

### LPT Returns Breakdown 2022 - 2025: All Properties

All returns have been filed  
You have no outstanding actions

Show properties by:

☐ Outstanding actions
☒ All

Search by Address/Property ID/Eircode

Address	Return Status	Actions
<div></div> Property ID: <div></div>	Return filed	<a href="#">View Property</a>
<div></div> Property ID: <div></div>	Return filed	<a href="#">View Property</a>

Showing 1 to 2 of 2 entries

Previous
1
Next

- Click on “Show” under Payments and select Show Properties by “All”. The entire page needs to be submitted to HAP. A screenshot of all the details can suffice.

Below is an example of Screenshot 2 required.

The screenshot shows the Revenue Property Tax portal. At the top, there's a header with the Revenue logo and 'Property Tax'. Below this, a navigation bar includes links like 'Back', 'View Payment History', and 'Register Residential Property'. The main content area displays the user's property ID and local authority, followed by a green box stating 'You have no outstanding actions'. Below this, a section shows the 'Balance Remaining' as €185.44, with a 'Pay Now' button. It also indicates that a 'Direct Debit (DD)' is in place for 2025. A 'Returns' section is visible with a 'Show' button. The 'Payments' section is highlighted, showing a table of payments for 2025 and 2024, both using 'SEPA Monthly Direct Debit'. A red arrow points to the 'All' radio button under 'Show properties by:'. Red stars are placed on the 'Back' link, the 'Pay Now' button, and the 'All' radio button.

Revenue **Property Tax**

← Back

View Payment History

Register Residential Property

Property ID: [REDACTED] Local Authority: [REDACTED] [Request to amend](#)

**You have no outstanding actions**  
However, if you wish to clear your balance you can click on the pay now button.

**Balance Remaining**  
**€185.44** [Pay Now](#)

Payment method(s) on file:  
Direct Debit (DD) in place for the year 2025  
Further details are available under the payments tab below.

**Returns** [Show](#)

**Payments** [Hide](#)

Show properties by:  
☐ Outstanding actions ☒ All

Years	Payment Method	Balance Remaining	Actions
2025	SEPA Monthly Direct Debit	€185.44	<a href="#">View Details</a>
2024	SEPA Monthly Direct Debit	€0.00	<a href="#">View Details</a>

## Next Steps

- Please send both screenshots to your local authority.
- If you do not have access to the online system, you can contact the Local Property Tax helpline on 1890 200 255.
- If you're not sure how to take a screenshot (sometimes called “printing the screen”) you can find instructions here: <https://uk.pcmag.com/how-to/46435/how-to-take-a-screenshot-on-any-device>.

**Some common reasons for this document being returned are:**

- The document is out of date; it must show evidence of payment of your Local Property Tax for the property for the current year
- The Local Property Tax has not been paid or not set up for payment e.g. SEPA Direct Debit, deduction at source for the current year
- The landlord's name is not on the document or does not match the name given on the HAP application
- The address on the document does not match the address provided on the HAP application
- The property is a flat or apartment and the Local Property Tax has been paid for the whole building. Apartments and flats must be declared individually to Revenue

#### **1.4. A mortgage statement for the property**

You can provide a copy of a current mortgage statement for the property. The document **must** show the following:

- Landlord's full name – which must match the landlord's name given in the HAP application,
- The property address – which must match the property address given in the HAP application,
- It is dated within the last 12 months from date of HAP application,
- The mortgage statement must include the period to which the statement relates

**Some common reasons for this document being returned are:**

- The mortgage statement is in a different name than the landlord
- The address on the document does not match the address provided on the HAP application
- The statement is older than 12 months from date of HAP application
- The mortgage statement does not include the period to which the statement relates

### **1.5. A Property folio or similar legal instrument proving ownership of the property**

You can provide a copy of a property folio or a similar legal instrument to prove that you own the property. Your solicitor may be able to assist you in getting a copy of this document. The document **must** show the following:

- landlord's name – which must match the landlord's name given in the HAP application,
- the property address – which must match the property address given in the HAP application

#### **Some common reasons for this document being returned are:**

- The owner's name does not match HAP application
- The address on the document does not match the address provided on the HAP application
- Solicitors' letter will not be accepted
- Deeds will not be accepted

## **2. What if I have just purchased the property and can't yet provide any of the 5 proofs?**

If you have recently purchased the property, for example within the last 6 weeks, you may not yet be able to provide any of the 5 proofs of ownership listed above.

If this is the case, you can provide **two temporary documents to prove ownership** to allow the HAP application to be processed. However, you **must submit one of the 5 proofs of ownership to your local authority within 6 months**. If you fail to provide this follow-up document, your HAP payment may be affected.

The two acceptable temporary documents are:

- (i). A copy of a receipt from Revenue showing payment of stamp duty for the property.  
This receipt **must** include the following information:
  - i. Stamp Certificate ID
  - ii. Document ID
  - iii. Date of Execution of Instrument (only certificates dated within the last 6 months are accepted)
  - iv. Date of Issue of Stamp Certificate
  - v. Address of rented property
  - vi. Property Owner name which cannot be abbreviated
- (ii). Land Registry Reference Number or evidence of a payment made to the land registry to register the newly purchased property. A land registry stamp is required on the document.  
This **must** include the following information:
  - i. Name of landlord
  - ii. Address of property

iii. Land Registry Reference Number

**Some common reasons for these documents being returned are:**

- The name on either the stamp duty receipt or the Land Registry Receipt does not match the name given on the HAP application
- The address of the property does not match the address given on the HAP application
- There is no land registry stamp on the document
- The stamp duty receipt does not include all of the information listed above
- The date of execution of instrument listed on the stamp duty certificate is more than 6 months ago

**3. What if the property is in receivership?**

If a receiver has been appointed to the property, the receiver must provide a **Deed of Appointment** and a letter appointing an agent (if applicable).

The Deed of Appointment must include the property address – which must match the property address given in the HAP application.

If the Deed of Appointment does not clearly show the property address, the receiver can provide the Deed of Debenture or the Deed of Mortgage (with sensitive information blacked out).

If the Deed of Appointment does not include the property address, the receiver can provide a letter from their solicitor certifying that the property in question is covered by the mortgage deed.

If an Agent is nominated to receive payments a Letter of Authorisation from the Receiver must be provided.

#### 4. What if the property is in probate?

If the property is in probate, you **must** provide the following:

- (i). A copy of the will which shows that the deceased is the owner of the property. If the details of the property are not mentioned in the will, you must provide proof of ownership in the name of the deceased.
- (ii). Permission from the executor of the will to make the HAP payment to a third party (if applicable).
- (iii). If there is no will present, the HAP payment can be made to the estate of the deceased as long as proof of ownership showing that the deceased owned the property is provided along with a letter from the Solicitor who is managing the estate of the deceased.
- (iv). Death cert, RIP notice or Solicitors letter to confirm death of property owner.
- (v). If a copy of the folio is provided showing two owners, a letter from the Solicitor identifying how the title is held is also required. It is a matter for the Solicitor to satisfy the nature of the ownership. When the folio states “full owners” that means joint tenants so there is no requirement for a will as the remaining owner is entitled to the full rent payment.
- (vi). If a Grant of Probate is issued, a document called Grant of Representation is received. This legal document issued by the high court authorizes the executor (or administrator if there is no will) to manage the deceased's estate. This supersedes any of the notes above and this grant must be adhered to.

#### 5. What do I need to provide about my bank account?

Attach a header from a bank or credit union statement showing the BIC, IBAN and the name of the account holder the HAP payment will be made to.

The HAP payment can only be paid into **one** nominated bank account for each landlord or agent for all HAP properties. If you are already in receipt of HAP payments for an existing HAP tenancy, the payments will be made to the existing bank account

It is very important that you provide the correct bank account details. Incorrect



bank account details will affect your HAP payment.

The name on the bank account must match the name on the tax reference number and/or PPSN. The bank header must be dated within the last two years.

If the proof of ownership provided is in the names of joint owners but the bank account is in the name of one owner, you need to provide a letter from the joint owner or owners authorising the HAP payment to be made to one owner. The sample bank header below shows the Bank Identifier Code (BIC), IBAN and the name of the account holder. These details much match the details you provide in the HAP application.



A sample bank header form for 'SAMPLE BANK'. The form includes fields for account holder details, account information, and contact details. Red circles highlight specific fields: 'Bank Identifier Code SMPLE1A', 'Your account name JOHN SMITH CURRENT ACCOUNT', 'Account number 01234567', 'IBAN IE00 SMPL 1234 5612 3456 78', 'Statement date 22 NOV 2018', and 'Fee Notification statement'. A large 'SAMPLE' watermark is visible across the center of the form.

<b>SAMPLE BANK</b> 		DUBLIN		TEL (01) 123 4567 FAX (01) 123 4567 Branch code 12 34 56 Bank Identifier Code SMPLE1A
JOHN SMITH 1 MAIN STREET DUBLIN	Your account name		JOHN SMITH CURRENT ACCOUNT	
		Account number	01234567	
		IBAN	IE00 SMPL 1234 5612 3456 78	
		Statement date	22 NOV 2018	Number
<b>Fee Notification statement</b>				

**Some common reasons for this document being returned are:**

- The name on the bank header does not match the name given on the HAP application
- The bank header is not dated within the last two years
- The statement does not show the account holder's name. Initials in the account name are not acceptable
- The copy is not clear. The document must be clearly legible
- The BIC and IBAN must be legible
- Welcome letter is not on headed paper, signed or out of date (A welcome letter is acceptable provided it is dated within 3 months.)
- If the account name is T/A the landlord needs to confirm if they are a sole trader
- If there are two or more account names, the account holders need to confirm they are not a partnership

