**Meath County Council**

**Comhairle Chontae Na Mi**

**Minimum Standards for Private Rental Inspections**

**Request for Inspection Form**

**Before completing and submitting this form please read the following carefully:**

1. Landlords have a legal obligation to ensure properties available to rent are compliant with the Housing (Standards for Rented Houses) Regulations 2019 S.I. No. 137 / 2019.
2. The regulations apply to all properties available to rent through the private rental market including Approved Housing Body (AHB) and those in receipt of Housing Supports.
3. Your landlord **must** be informed in writing of any problems with your home. Landlords must be allowed reasonable time and access to the property to address any issues.
**This form should only be submitted if you have been unsuccessful in having your issues resolved adequately.**
4. Only complaints that relate to the non-compliance of the Housing (Standards for Rented Houses) Regulations 2019 can be investigated.
5. Only complaints submitted by tenant’s resident in the rented dwelling will be investigated. Complaints submitted by third parties will not be acted upon.
6. Inspections are carried out at the discretion of Meath County Council.

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| **Tenant Declaration**  |
| I confirm that my landlord has been notified of the issue outlined herein and has been given a reasonable opportunity to resolve the problem (tick to confirm) [ ] Date landlord notified:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Complaints cannot be investigated unless the landlord has been contacted and been given reasonable time to carry out improvement works.**  |

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| **Rented Property Details: (print)** |
| **House Number**  |  |
| **Address** |  |
| **Address** |  |
| **Address** |  |
| **Eircode** |  |
| **Property Type (Apartment/ House)** |  |
| **Name of Tenant**  |  |
| **Phone / Mobile**  |  |
| **Email Address** |  |
| **Landlord / Letting Agent Details: (print)** |
| **Name**  |  |
| **Address** |  |
| **Address** |  |
| **Address** |  |
| **Phone / Mobile** |  |
| **Email Address** |  |

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| **Complaint Details:** Please provide as much detail as possible including any information on previous attempts to solve the problem. Please keep your account factual. Do not include any potentially defamatory remarks. (Use additional sheets if necessary) |
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| **Data Protection**  |
| I consent to the collection and processing of the data provided by me to Meath County 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 Meath County 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. Tick box to confirm consent [ ] Date : \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meath County Council privacy statement and data protection policy is available at [Data Protection Privacy Statement](https://www.meath.ie/council/your-council/customer-service-and-communications/data-protection-privacy-statement-for-meath-county-council)We request that you read this as it contains important information about how we process personal data that is supplied to us.  |
| **For Office Use Only:**  |
| **Case Reference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Processed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |