



**THIS CHECKLIST IS TO BE COMPLETED BY THE
LANDLORD/OWNER OF THE PROPERTY
(not by the tenant)**

PRIVATE RENTED HOUSING STANDARDS

**THIS CHECKLIST MUST BE RETURNED WITH
YOUR APPLICATION FORM FOR:**

**HOUSING ASSISTANCE PAYMENT (HAP)
RENTAL ACCOMMODATION SCHEME (RAS)
RENT SUPPLEMENT (RS)
LONG TERM LEASING SCHEME**

Address of Rented Property:	
Eircode of Rented Property (if known):	
Landlord Name(s):	
Landlord Contact Telephone Number(s):	
Agent's Address & Contact Telephone Number: (if applicable)	
Type of Property:	
Detached House: <input type="checkbox"/> Semi Detached House: <input type="checkbox"/> Terraced House: <input type="checkbox"/> No of Bedrooms: _____	
Type of Property: Multi-Unit Building (means a building that contains 2 or more houses/apartments that share a common access)	
An Apartment: <input type="checkbox"/> A flat within a Traditional Multi-Unit House: <input type="checkbox"/> Other (please specify) _____ No. of Bedrooms: _____	

This form should be returned to:
Kildare County Council, HAP/RAS/Leasing, Housing Department level 3, Aras Chill Dara,
Devoy Park, Naas, Co Kildare, W91 X77F

FOR INTERNAL COUNCIL USE ONLY:

HAP/RAS/RS/Leasing Commencement
Date:

Date Referred for Inspection:

PRIVATE RENTED HOUSING STANDARDS

Guidelines for self assessing compliance with Housing Acts 1966 – 2014 Housing (Miscellaneous Provisions) Act 1992 and 2009 Housing (Standards for Rented Houses) Regulations 2019

Minimum standards are set out in the Housing (Standards for Rented Houses) Regulations 2019. These regulations specify requirements in relation to a range of matters such as structural repair, absence of damp and rot, sanitary facilities, heating, ventilation, light and safety of gas and electrical supply. Full details are available on the Department of Housing website <https://www.housing.gov.ie/housing/private-rented-housing/inspections/minimum-standards-rented-accommodation%20>. Additional information can be found on Kildare County Council website <http://kildare.ie/countycouncil/housing/PrivateRentedInspections/index.html>. These standards apply to all properties that are let or available for letting.

All landlords have a legal obligation to ensure that their rented properties comply with these regulations and Local Authorities are responsible for the enforcement of the regulations.

The enclosed checklist is to assist you in complying with the regulations. It should not be considered to be an exhaustive list. If you need clarification on any aspect of the regulations you should seek the advice of a competent person.

The regulations apply to any building or part of a building that forms part of the rented property including any out-building, sheds, garages, yard, garden or any other land appurtenant thereto or usually enjoyed therewith.

The HAP/RAS/Long term Leasing application form requires you, as landlord, to certify that the property being presented is in substantial compliance with the current standards for rented houses as prescribed in the Housing (Standards for Rented Houses) Regulations 2019.

In order to assist you in assessing your property for compliance with the standards it is recommended that you use this guidance checklist prior to completing the HAP / RAS / RS / Long term Leasing application form.

You are reminded that Kildare County Council or an inspector acting on behalf of Kildare County Council will carry out an inspection of your rented property in due course to ensure the property meets the standards.

Completion of this form and your declaration does not confirm or imply, nor can it be constructed or implied that the rented house is in compliance with the legislation, nor does it relieve you of any obligation or requirement applicable under other legislation in relation to the property.

This form & declaration does not waive or prejudice any enforcement proceedings that may be taken by Kildare County Council, as the Statutory Authority or in carrying out its statutory functions or to create by statement or implication any duty, legal liability or relationship on the part of the council in relation to the property referred to.

STRUCTURAL CONDITION (Regulation 4)	
Exterior	
Is the property maintained in a good state of structural repair?	Yes ____
Is the roof and roof coverings, tiles or slates in a proper state of repair and not defective?	Yes ____
Is there water penetration through the roof?	No ____
Are the fascias, soffits, gutters and downpipes maintained in good condition and repair?	Yes ____
Are the windows (frames & glass) maintained in good condition & repair?	Yes ____
Are safety restrictors fitted to windows where it has an opening section and the bottom of the opening section is more than 1400mm above external ground?	Yes ____
Is there water penetration through the walls?	No ____
Are the doors maintained in good condition & repair?	Yes ____
Are the common areas maintained in good condition & repair?	Yes ____
Is the garden maintained in a tidy condition?	Yes ____
Is there adequate provision to prevent harbourage or ingress of pests or vermin?	Yes ____
Interior	
Is the property free from dampness and condensation?	Yes ____
Is there evidence of mould?	No ____
Is the property in good decorative condition throughout?	Yes ____
Are the floors in each room maintained in good condition & repair?	Yes ____
Are the walls and ceilings in each room maintained in good condition & repair?	Yes ____
Is the stairs maintained in good condition & repair and fitted with a handrail?	Yes ____
Are the internal doors maintained in good condition & repair?	Yes ____
Are the skirting boards and architraves maintained in good condition & repair?	Yes ____
Are the tiles on any wall, floor or ceiling maintained in good condition & repair?	Yes ____
Are all fittings in the house maintained in good condition & repair?	Yes ____
Are all furnishings in the house maintained in good condition & repair?	Yes ____
Are all presses in the house maintained in good condition & repair?	Yes ____

SANITARY FACILITIES (Regulation 5)	
Are the sanitary facilities shared?	No ____
Are the sanitary facilities provided in room separated from other rooms?	Yes ____
Does the sanitary accommodation contain separate ventilation?	Yes ____
Does the sanitary accommodation consist of:	
<ul style="list-style-type: none"> • A toilet with a dedicated wash hand basin, supplied with hot and cold water? 	Yes ____
<ul style="list-style-type: none"> • A fixed bath or shower, supplied with hot and cold water? 	Yes ____
Are the sanitary facilities maintained in good condition & repair?	Yes ____
Is a safe and effective means of drainage provided to the sanitary facilities?	Yes ____
Are the sanitary facilities fixtures securely fixed?	Yes ____
Is there adequate hot & cold water storage facilities provided?	Yes ____

HEATING FACILITIES (Regulation 6)	
Does each habitable room have a permanently fixed heating appliance(s) capable of providing effective heat?	Yes ____
Are there suitable and adequate facilities for the safe & effective removal of fumes and other products of combustion to the external air?	Yes ____
Is each heating appliance capable of being independently managed by the tenant (can they control their own heating)?	Yes ____
Are the heating facilities maintained in good condition and repair?	Yes ____
Are there suitably located devices for the detection and alarm of carbon monoxide? (where necessary) KCC requires the provision of a carbon monoxide alarm in the room where the Appliance/Fire/Stove/Boiler is located and either inside each bedroom or within 5m (16ft) of the bedroom door. They should be installed as per the manufacturer's instructions and each alarm should be in working order and be within its 'end of life' indicator.	Yes ____

FOOD PREPERATION & STORAGE & LAUNDRY (Regulation 7)	
Food Preparation	
Is a 4 ring hob with oven and grill provided in the habitable area of the house?	Yes ____
Has a cooker hood or extractor being provided for the safe & effective removal of fumes to external air?	Yes ____
Is a fridge & freezer or a fridge-freezer provided in the habitable area of the house? (A small ice tray box at the top of a fridge is not sufficient).	Yes ____
Is a microwave oven provided in the habitable area of the house?	Yes ____
Is a sink with hot and cold water & an adequate drainage area provided in the habitable area of the house?	Yes ____
Is the cold water supply to the sink taken directly from the rising main?	Yes ____
Are an adequate number of kitchen presses & storage facilities provided?	Yes ____
Are all facilities, fixtures and fittings maintained in good condition and repair?	Yes ____
Laundry	
Is a clothes washing machine provided within the habitable area of the dwelling?	Yes ____
Is a clothes drying machine provided within the habitable area of the dwelling?	Yes or NA
Are communal clothes washing facilities provided within the Apartment Building?	Yes or NA
Are communal clothes drying machine facilities provided within the Apartment Building?	Yes or NA
Is there sole access to a garden with a clothes line?	Yes or NA
Are all facilities, fixtures & fittings maintained in good condition & repair?	Yes ____

VENTILATION (Regulation 8)	
Habitable Rooms	
Has each habitable room an openable external window or door?	Yes ____
Is the openable part of the external window/door at least 1/20 th of the floor area of the room?	Yes ____
Does each habitable room have a wall or window vent of at least 6500sq mm to the external air? <small>Note a standard 100mm Diameter wall vent = 7,850mm²</small>	Yes ____
Is the wall/window vent clear & unobstructed?	Yes ____
Are the openable parts of the external windows/door maintained in good condition & repair?	Yes ____
Kitchens (greater than 6.5sq m)	
Does the room containing the kitchen have a wall or window vent of at least 6500sq mm to the external air?	Yes ____
Does the room containing the kitchen have an openable external window or door direct to the external air? <small>Note a standard 100mm Diameter wall vent = 7,850mm²</small>	Yes ____
Is the openable part of the external window/door at least 1/20 th of the floor area of the room?	Yes ____
Kitchen (less than 6.5sq m)	
Where no openable external window/door is provided, is mechanical extract ventilation provided to the room containing the kitchen capable of removing water vapour to the outside air?	Yes ____
Bathrooms & Water Closets	
Where there is no openable external window/door, is there adequate mechanical extract ventilation provided to the bathroom capable of removing water vapour?	Yes ____
Where an openable external window/door is provided, is the openable part of the window 1/20 th of the floor area?	Yes ____
Are all facilities, fixtures & fittings maintained in good condition & repair?	Yes ____

LIGHTING (Regulation 9)	
Is adequate natural lighting provided in all habitable rooms?	Yes ____
Is adequate artificial lighting provided in all rooms including common areas such as the halls, stairs and landings?	Yes ____
Are all windows of rooms containing a bath & or shower & a water closet adequately screened to ensure privacy?	Yes ____

FIRE SAFETY (Regulation 10)	
For a Single House:	
Is a mains-wired smoke alarm provided (Minimum of 1 on hallway ceiling and 1 on any landing ceiling)? or	Yes ____
Are 10 year self-contained Lithium battery operated smoke alarms provided (Minimum of 1 on hallway ceiling and 1 on any landing ceiling)?	Yes ____
Is a fire blanket provided in the kitchen and complying with EN1869:1997 or IS 415:1988	Yes ____
Do the smoke alarms carry the CE mark and comply with I.S EN14604:2005?	Yes ____
For a housing unit within a Multi-Unit Building: (means a building that contains 2 or more houses/apartments that share a common access)	
Is a mains-wired smoke alarm provided in each unit/apartment?	Yes ____

Is there a functioning fire detection and alarm system in the building to IS. 3218:2013 + A1:2019	Yes ____
Has the fire detection & alarm system been serviced in the last 12 months?	Yes ____
Is there a service record displayed adjacent to the fire alarm panel indicating the service history?	Yes ____
Is a fire blanket located in the kitchen of each house and complying with EN1869:1997 or IS 415:1988	Yes ____
Is an emergency evacuation plan displayed in each house?	Yes ____
Does the emergency evacuation plan show: <ul style="list-style-type: none"> - Action to be taken in the event of discovering a fire or hearing the fire alarm - Procedure for calling the fire brigade - A floor plan of the building showing: <ul style="list-style-type: none"> • All escape routes • Fire alarm call points and control panel • Location of fire fighting equipment. 	Yes
Is there functioning emergency lighting provided in all common areas to I.S 3217:2013 + A1:2017	Yes ____
Has the emergency lighting system been serviced in the last 12 months? And Is there a service record displayed in the common area indicating the service history of the emergency lighting?	Yes ____ Yes ____

REFUSE FACILITIES (Regulation 11)

Are suitable and adequate pest and vermin proof refuse storage facilities provided?	Yes ____
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GAS, OIL AND ELECTRICITY (Regulation 12)

Are the installations for the supply of gas, oil and electricity including pipework, storage facilities and electrical distribution boxes maintained in good repair and safe working order?	Yes ____
Gas Boilers/Gas Fires/Gas appliances = There is a current (within 1 year) Declaration of Conformance with IS 813:2014 Annex E Safety Check inspection report, RGI Cert 3 , by an RGI registered gas installer?	Yes or N/A
Electrics = Is there a current (within the last 5 years) Registered Electrical Contractor of Ireland (RECI) Periodic Inspection (4 page) report by a Safe Electric registered electrical contractor ? <i>This report must show that no remedial or advisory works are required.</i>	Yes ____
Oil heating system (Boiler, tank and oil supply pipes) serviced and in proper working order. Provide an inspection report or headed letter (less than 1 yrs. old) from a suitably competent person (e.g. OFTEC registered technician or suitable trained plumber) that the full oil installations of individual units are safe, Fit for purpose and in full working order.	Yes or NA

INFORMATION (Regulation 13)

Has sufficient information been provided to the tenant about the rented property, the fixed building services, appliances and their routine maintenance, so that the tenant can operate them correctly?	Yes
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Building Energy Rating (BER) requirement	S.I. No. 243/2012
Does the rental property have a valid (within 10 years) and current (after any major renovations) BER certificate and Advisory report	Yes ____
Supply the BER Certificate Number? _____	

LONG TERM LEASE SCHEME ONLY	
Has the furniture and appliance requirements of the long term lease scheme been met? All to be New or in excellent condition.	Yes ____
Clean out attic space and top up attic fibre insulation to a minimum depth of 300mm laid level/uniform over the entire attic space.	Yes ____
Install insulation jackets on all cold-water storage tanks (including lid) in the attic space and insulate all exposed pipes in the attic space.	Yes ____

Any Questions related to this check list should be emailed to inspections@kildarecoco.ie



**Kildare County Council
Data Protection Act 2018 (as amended)**

PRIVACY STATEMENT

Who are we?

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Kildare we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained

- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement at <http://kildare.ie/CountyCouncil/DataProtection/> or you can request a hard copy at 045 980 200.

What is the activity referred to in this Privacy Statement?

Rental property inspections.

What is the basis for making the processing of this personal data lawful?

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016.

We require contact details

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

What other types of personal data do we need to undertake this activity?

To assist with your application we will also require financial information.

What will happen if the personal data is not provided?

KCC will not be able to process your application to include your property in the Hap, Ras or Long Term Leasing Scheme and this may also effect the Rent Supplement (RS) payment available from Social Welfare.

Am I the only source of this personal data?

Yes, you are the only source of the information required.

Is personal data submitted as part of this activity shared with other organisations?

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing applies to the inclusion of properties in the Hap, Ras, RS and Long Term Leasing Scheme as we will share information with the following:

Data may be shared with:

- The HSE or other external surveyor in order that an inspection may be carried out to ensure that the property to be included in the Hap, Ras, RS and Long Term Leasing Scheme complies with minimum rental standards.
- The Department of Housing, Planning and Local Government.
- The Residential Tenancies Board (RTB).
- The Revenue Commissioners.
- Independent Valuer for a valuation report for each property (only if necessary).
- The Department of Employment Affairs and Social Protection.

How long is my data kept for?

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. The National Record Retention Policy for Local Authority Records is available: <http://kildare.ie/CountyCouncil/DataProtection/>

Do you need to update your records?

Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

Writing to us at: Kildare County Council, Corporate Services, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F

Emailing us at customercare@kildarecoco.ie

When making a request to update your records please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc. and proof of your identity

Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to <http://kildare.ie/CountyCouncil/DataProtection/>, use one of the forms at our Counters or contact us. Completed applications should be returned to:

Kildare County Council - Access to Information Officer

Phone	045 980 200
E-mail	dataprotection@kildarecoco.ie or customercare@kildarecoco.ie
Postal Address	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.

Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received from the Council you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number	1890 252 231
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commissioner Canal House Station Road Portarlinton, Co. Laois. R32 AP23.

Changes to Privacy Statement: We may make changes to this Statement. If we make changes they will be posted below.

LAST UPDATED ON: 30/05/2018