

Section 11 Transfer of Interest in a Rateable Property

PART 1 – RELEVANT PROPERTY DETAILS

Property Reference : *This number can be found on your Rates Bill*

Address of Property :
 (Please include the Eircode)

E	I	R	C	O	D	E
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Rate Account Number: *This number can be found on your Rates Bill*

Landlord of the Property:

Name:	Tel:	Email:
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PART 2 – PERSON/COMPANY/LEGAL ENTITY PREVIOUSLY ENTITLED TO OCCUPY PROPERTY

Legal Name :

Trading Name (if different) :

Status (tick one box): Occupier (Tenant) ☐ or Owner & Occupier ☐

Correspondence Address :
 If different from address
 of property (Part 1)

E	I	R	C	O	D	E
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Telephone Number :

Email Address :

Contact Name :

Period of Lease (if any): From: To:

Last day of occupancy:

d	d	/	m	m	/	y	y	y	y
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PART 3 – PERSON/COMPANY/LEGAL ENTITY NOW ENTITLED TO OCCUPY PROPERTY

Legal Name :

Trading Name (if different) :

Status (tick one box) Occupier (Tenant) ☐ or Owner & Occupier ☐

Correspondence Address										
Of New Occupier:										
(If different from address at part 1)										
	E	I	R	C	O	D	E			
Telephone Number :										
Email Address :										
Contact Name :										
Period of Lease (if any):	From:					To:				
1st Day Entitled to Occupy:	d	d	/	m	m	/	y	y	y	y

PART 4 - DECLARATION

I understand that Dublin City Council (hereinafter referred to as “the Council”) is collecting and processing this information for the purposes of processing a transfer of interest in a rateable property and apportioning the rates charges in accordance with Section 11 of the Local Government Rates and Other Matters Act 2019.

I understand that any personal information volunteered will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Acts. I understand that I am entitled to have my personal data corrected if the Council holds inaccurate data or deleted if the Council does not have legitimate reason for retaining it. I understand that sometimes it is necessary for Dublin City Council to share the information provided with other relevant statutory bodies and other trusted third parties who provide technical support in accordance with appropriate data sharing confidentiality agreements.

I hereby declare and affirm that I am the person concerned (or such other person authorised in writing to act on his/her behalf) of the above specified property and the person required to notify the Local Authority in accordance with the provisions of Section 11(1)(a) of the Local Government Rates and Other Matters Act 2019.

I declare that the details furnished above are true, accurate, correct and complete to the best of my knowledge and belief and I undertake to inform Dublin City Council of any necessary changes therein immediately in the event that I become aware of any matter which would alter this belief.

I understand that I am obligated by law to pay all rates that I am liable for at the date of transfer of the property.

Signed : _____

Print Name _____

Please tick one box -

Person Concerned	<input type="checkbox"/>	Authorised Agent	<input type="checkbox"/>	Company Secretary	<input type="checkbox"/>
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Contact Telephone Number : _____

Date : _____

Please return completed form to: Rates Office, Finance Department, Email: ratesoffice@dublincity.ie
 Block 1, Floor 8
 Civic Offices, Wood Quay
 Dublin 8, D08 RF3F
 Telephone: 01-2222171