

Rental Accommodation Scheme (RAS)

**APARTMENT POLICY**

**Carlow Local Authorities - Housing Section – Policy for Apartments**

This policy outlines the mandatory requirement to entering into a RAS or Leasing contract for **Apartments** with Carlow Local Authorities.

The Prescribed minimum requirements are listed as:-

1. Filled Expression of Interest Form (noting landlord name, landlord address, phone number, Property Address, Brief Property Description, and signature of property owner/ tenant).
2. Tax Clearance Certificate in name of Landlord signing contract.
3. Registration Number of Tenancy with Private Tenancies Board (PRTB).
4. Landlords PPSN (Personal Public Service Number).
5. Bank Account Details
6. Email Address
7. This property will be subject to an inspection by a member of Carlow Local Authorities staff to certify that the accommodation is fit for human habitation and is in compliance with the Housing (Standards for Rented Houses Regulations, 2009).
8. Copy of most recent Fire Safety Certificate showing compliance with current building regulations (required for apartments).
9. Copy of Gas / E.S.B. Installation, Fire Alarm Certification (signed by registered installer) and a record of building maintenance programme (required for apartments).
10. Building Energy Rating (BER) Certificate on Dwelling.
11. Landlord is responsible for insuring property and contents.
12. Fire blanket and fire extinguisher must be provided.
13. Smoke and heat detectors to be mains powered (LD1 system), and to be fitted in kitchen and living room areas, and circulation areas on each floor.
14. Carbon monoxide detectors to be installed, as per manufacturers instructions and are to be mains powered, are to be located in areas affected by heat emitting appliances – such as stoves, gas burners, and solid fuel fires.
15. Pipes and Tanks in hot-press and attic are required to be lagged.

16. Ventilation is required in all habitable rooms. This minimum requirement is required to be mechanical in Bathrooms and Kitchens.
17. Windows to habitable rooms are required to comply with minimum standards for escape and rescue as stated in Building Regulations TGD B. Regard must be given to dimensions, opening width, direction, and no lockable windows to habitable 1<sup>st</sup> and 2<sup>nd</sup> floor rooms, to ensure that occupants can be rescued in the instance of a fire emergency.
18. Window Guards are to be installed where required in accordance with TGD K. Window restrictors are required to be placed.
19. Radon Protection properties built after 1<sup>st</sup> July 1998, must have been fitted with a standby radon sump, with radon barrier in high radon areas. Properties built prior to 1<sup>st</sup> July 1998 may require to have Radon Testing undertaken, and works completed to reduce risk from Radon, in accordance with the guidance given from the Radiological Protection Institute of Ireland [www.rpii.ie](http://www.rpii.ie). Carlow County Council reserves the right to request radon testing be undertaken on any RAS property at any time.
20. All properties must be fully furnished with all electrical appliances.

**Carlow Fire & Rescue Service have made recommendation that the housing section seek copies of the following documents from the Building / Facility Management Company:**

1. Name and contact details of Building Management firm, including registered company address, and company registration number.
2. Contract Term (date of expiry) to manage building
3. Copy of Building Insurance Certificate
4. For apartments built since 1992 – Copy of the granted Fire Safety Certificate
5. For apartments built since 2010 – Copy of the granted Fire Safety Certificate & Disability Access Certificate
6. Details of the Management Company responsible for maintenance of the common areas, electrical systems and safety systems as per the Multi Unit Development Act 2011
7. Copy of the test certificates for the Fire Detection & Alarm System to I.S. 3218:2009
8. Copy of the test certificates for the Emergency Lighting System to I.S. 3217:2008
9. Copy of the test certificates for the Fire Extinguishers
10. Copy of the electrical test certificate to ET 101:2008

11. Copy of the Certificate of Compliance with the Building Regulations relevant to the date the apartments acquired planning permission / were constructed.

Assurance is required from the Building Management Company that Building Regulations are met. Particular attention is required to be made in respect of Technical Guidance Document – Part B – Fire, and the Department of Environment’s publication ‘Fire safety in flats’. Property must meet criteria in accordance with the Guidelines for Housing Authorities in the implementation of Minimum Standards in Rented Accommodation, February 2011, Department of Environment, Heritage and Local Government.