

Calculation of Overpaid Rent

Before completing this worksheet, you first need to use the RPZ Calculator to calculate the maximum permissible rent for the dwelling. Use the rent calculator here: [RPZ Calculator - Residential Tenancies Board \(rtb.ie\)](https://www.rtb.ie/rpz-calculator)

Calculation Method for Overpaid Rent

Monthly Rate Calculation

Incorrect Rent Charged	€
Less Correct Rent (Amount equal to or less than the maximum permissible rent).	€

Period of Time the Incorrect Rent was Applied

Multiply by Time (The number of calendar months and days for which the incorrect rent was charged- to get the daily rate multiply the monthly overcharged rent by 12 to get the yearly overcharge and divide by 365. Example below: If the incorrect rent charged is 1500 and the correct rent is 1000, the overcharge is 500 per month so the daily overcharge is $500 \times 12 = 6000 / 365 = 16.44$).	€*(months and days) (to/2024) = €
Equals Overpaid Rent	

Payment refunds should be calculated to the date of refund

Action(s) You May Take Now to Resolve Issue(s) Identified:

- Step 1: Amend the current rent to an amount that complies with RPZ requirements and notify tenants of new rent amount.
- Step 2: Refund the overpayment of rent to the parties concerned.
- Step 3: Access your RTB Online Account and amend the rent amount to the correct amount of rent now being charged. Tenants will receive a letter informing them the rent amount has changed.
- Step 4: Keep a record of payment calculation and refunds, and confirmation of repayment to tenants.