



# PSRA NEWS

June 2023

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## PSRA CONTACT DETAILS:

Property Services  
Regulatory Authority,  
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Email: [info@psr.ie](mailto:info@psr.ie)

Web: [www.psr.ie](http://www.psr.ie)

Phone Hours:

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Freephone: 1800-252712

10 am — 12:30 pm

## PSRA to Publish Minor Sanctions

Licensees are being notified that, effective from 1 July 2023, where a Licensee receives three or more minor sanctions in respect of three separate, independent complaint investigations within an 18-month period, the Authority will proceed to publish the details of the Licensee involved and matters relating to the imposition of the minor sanction(s) imposed.

Please be advised, that the publication of Minor Sanctions will appear on the Authority's website, [www.psr.ie](http://www.psr.ie) for a period of twelve months.

## Engaging with the Authority

Licensees having issues with licence renewal applications in the run up to your renewal date, please engage with the Authority in good time. Where the date for submission of your licence renewal application has passed your application will not be processed and you will be required submit a new licence application.

Also, during the licence renewal process the Licensing Unit may request additional information or documentation from you. If you are having problems regarding same, please engage proactively with the Authority.

## Project to Increase Commercial Lease Return Compliance

Under Section 88 of the Property Services (Regulation) Act 2011, there is an onus on the tenant of a commercial lease to submit a Commercial Lease Return Form to the Property Services Regulatory Authority (PSRA) once stamp duty has been paid to the Revenue Commissioners. This form contains specific information pertaining to the lease and should be submitted in a specified online form via the PSRA website. This data is then displayed on the Commercial Leases Register on the PSRA's website.

In November 2022, the PSRA undertook a Commercial Lease Project with the aim of increasing the compliance rate in relation to these returns. Compliance had remained stagnant at approximately 65% for some time.

The project involved communication involving a letter campaign to tenants. By the end of November 2022 over 25,000 letters issued to tenants who had not completed a Commercial Lease return to the PSRA with this part of the project finalised by mid January 2023.

As a direct result of issuing correspondence to all tenants, the PSRA encountered a significant increase in the number of email's and phone calls arising from the communication project. As of May 2023 the Commercial Lease compliance rate climbed to 73%, achieving the project's intended goal of increasing compliance.

## Non-Renewal of Licences

Where a licensee intends not to renew their licence, you are required to inform Licensing Unit in writing, outlining reasons for your decision not to renew your licence. You can email Licensing Unit at [licence@psr.ie](mailto:licence@psr.ie) with your correspondence.

## Mart Seminars

The PSRA held a total of six dedicated seminars nationwide for livestock Marts recently. The goal of these seminars was to assist Marts in their understanding of the requirements to be compliant with the statutory standards of the Property Services (Regulation) Act 2011 and Client Moneys Regulations 2012.

Attendance and engagement was high at each seminar, with Mart representatives using the opportunity to actively engage with the PSRA.

Key topics addressed in the presentation included management of client account, liabilities on the client account and the management of debtors. The PSRA also encouraged Marts to proactively engage and communicate with the Authority should they experience any concerns regarding their client account or any other issues relating to the regulation of Marts by the PSRA.

## Change of Employee Application instead of New Licence Application

Please note that where a licensed employee is changing employer, it is advisable to submit a *Change of Property Services Employer Application* (no fee) rather than completing a New Individual Licence Application (fee of €100).

Please ensure that you return your current individual licence card to the Authority by post when you submit a Change of Property Services Employer Application.

## PSRA CPD 2023

The PSRA CPD programme for 2023 is now well underway. All licensees must undertake five verifiable hours of formal PSRA CPD education in each calendar year, regardless of the renewal date of your licence. Non-completion of PSRA CPD is improper conduct under the Act and may result in you being sanctioned.

The PSRA CPD programme is delivered by two accredited bodies, The Institute of Professional Auctioneers and Valuers (IPAV) and the Society of Chartered Surveyors of Ireland (SCSI). You are not required to be a member of either body in order to undertake your PSRA CPD.

Once again, all five hours can be completed online, and modules are available as on-demand content, as well as a number of live webinars which are planned to take place during the year.

To avoid issues relating to verifying your completion of PSRA CPD, please ensure that when registering, you submit your PSRA licence number exactly as it appears on your PSRA licence card.

As the Authority only recognises PSRA accredited CPD, please ensure that the CPD course which you are registering for is PSRA accredited.

More information about PSRA CPD is available on the [Continuous Professional Development](#) page of the PSRA website.

## New Licensing E-mail Address

Please be advised that the Licensing Unit now has a dedicated email address [licence@psr.ie](mailto:licence@psr.ie). This email address is only for use in relation to queries on **current** licence applications submitted to the Authority. Please be advised that no documentation should be submitted via this email address. Documentation relating to licence applications (new and renewal) should continue to be uploaded via [psralicences.ie](https://psralicences.ie) portal.



**Please direct any general queries or general licensing queries to [info@psr.ie](mailto:info@psr.ie) only.**