



*Approved Housing Bodies Regulatory Authority
(AHBRA)*

Explanatory Note – Request for Information form

All organisations that have been deemed to be registered under Section 34 of the Housing (Regulation of Approved Housing Bodies) Act 2019 are asked to complete this Request for Information form and submit it to AHBRA.

This information will provide AHBRA with an understanding of your organisation and will enable us to provide you with the appropriate advice and guidance on the new statutory requirements, including how and when to Register.

If you have any questions or require any further clarification, please email registration@ahbregulator.ie or telephone 01 224-3900.



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1. Introduction

The Housing (Regulation of Approved Housing Bodies) Act 2019 (“the Act”) provides for the regulation of Approved Housing Bodies (AHBs) for the purposes of protecting housing assets provided or managed by such bodies. It seeks to support stronger governance, financial management and reporting, property and asset management and tenancy management by AHBs, with a focus on safeguarding investment made in the delivery of social housing by AHBs.

The purpose of the Request for Information form (RFI) is the initial gathering of information from AHBs that have been deemed registered with AHBRA under Section 34 of the Act.

For more information on ‘Deemed’ AHBs, please visit www.ahbregulator.ie

2. What does this document do?

The purpose of this document is to guide the reader through the completion of our form. It aims to provide clarity in relation to the questions we are asking and the type of information to provide in response. It is important to note that this form is **not** an application to register as an AHB.

3. Who is this document for?

This document is intended for organisations that have been **deemed to be registered** and are now asked to complete the Request for Information form. A full list of AHBs that fall into the category of deemed registered is available [here](#).

4. Contact Details for AHBRA

Should you have any queries on the RFI that are not answered within this document, please email us at registration@ahbregulator.ie or telephone us on 01-2243900.



5. Documentation

The following document should accompany your completed Request for Information:

Document	Guidance
Full Financial Statements	Organisations are asked to submit a full set of their latest Financial Statements with the completed form. Unfortunately, abridged accounts will not be accepted.

6. Guidance – Request for Information form

Organisations are asked to complete the form in full providing AHBRA will a full picture of their organisation.

Section	Question(s)	Guidance
General Information	All questions in this section.	To ensure we have the correct information for your organisation, you are asked to provide your most up to date contact information.
Key Contact Details	Contact information for the Chairperson and the CEO	Organisations are asked to provide the most up to date contact information, including email address, of the Chairperson and CEO. We know that many organisations do not have a CEO in place, so simply note that on the form if you do not have a CEO.
Key Contact Details	Contact information for a nominated person for Regulatory purposes	We may need clarification or additional information in relation to your form. The nominated person may be the Chairperson, the CEO, or a member of the Board, if that is what you would like. However, if the contact person is someone else, that person needs to have appropriate authority to speak to us on your behalf.



Organisation Information	What is your organisation's primary objective?	You are asked to provide your organisation's primary objective, which will be stated in your constitution. This will give us an indication of the type of activities your organisation carries out.
Organisation Information	What group does your organisation predominantly provide housing for?	Organisations should indicate which groups of people that the organisation <u>predominantly</u> provides housing for. This will provide AHBRA with a better understanding of the type of organisation you are. Please tick the option on the form that relates to your organisation. If you select 'other' it is important to provide additional information about the group(s) that you provide housing for, in the space provided.
Organisation Information	Is the organisation a registered charity?	Organisations are asked to confirm if they are a registered charity. If you are a registered charity, we are requesting that you supply both your CHY number and your Registered Charity Number (RCN). This will help us to identify your organisation accurately.
Organisation Information	Please select your organisation type and provide the corresponding Registration Number.	We are requesting that you identify your organisational type from the list and provide the registered number associated with it (For example, your Companies Registration Office number if you are a company). Where you have selected 'other' please indicate the type of organisation you are, in the box provided.



<p>Organisation Information</p>	<p>Please state how many Board Members/ Trustees/ Members of Management Committee your organisation has?</p>	<p>We need to know how many members you currently have on your Board of Directors, Board of Trustees or Management Committee so you are asked to provide the number in the relevant box.</p>
<p>Organisation Information</p>	<p>Please state if you a full set of Financial Statements (not abridged)?</p> <p>You are required to submit a copy with the completed form</p>	<p>We are requesting that organisations submit a full set of the latest Financial Statements with the completed Request for Information form. The information gathered from the Financial Statements will provide us with a greater understanding of your organisation.</p> <p>Note: Unfortunately, abridged accounts will not be accepted.</p>
<p>Current Housing</p>	<p>Do you currently own, manage or lease housing?</p>	<p>We need to know how many dwellings that your organisation currently owns, leases or manages.</p>
<p>Current Housing</p>	<p>How many dwellings does your organisation currently own?</p> <p>How many dwellings does your organisation currently lease?</p> <p>How many dwellings does your organisation currently manage?</p>	<p>Where you have indicated that you do have housing, please provide the number of dwellings in each category – owned, leased or managed.</p> <p>Please count each dwelling only once. This information will help us to identify the size, scale and timelines within which each organisation must make an application for registration</p>



<p>Current Housing</p>	<p>For those dwellings you own, how were they primarily funded?</p>	<p>Organisations are asked to identify how the dwellings they currently own, were primarily funded.</p> <p>Were your dwellings predominately funded by government grants, private finance or other? If you select other, please provide additional information, including the source, in relation to this funding.</p> <p>Government grants includes dwellings funded via the Capital Assistance Scheme (CAS) and/or the Capital Loan and Subsidy Scheme (CLSS).</p> <p>Private Finance + CALF or CREL includes dwellings where an AHB has sourced private finance, including from the Housing Finance Agency (HFA).</p> <p>Other Funding If your organisation receives funding that is not listed, please select this, and provide as much detail as possible in the box.</p>
<p>Current Housing</p>	<p>Is your organisation currently growing (e.g., buying or developing new housing)?</p>	<p>All organisations are asked to state if they are currently increasing the number of dwellings they own, lease or manage via buying or developing.</p> <p>You are asked to indicate YES or NO.</p>



<p>Current Housing</p>	<p>Does your AHB have a relationship with another organisation that provides services on its behalf?</p> <p>If yes, please provide the name of the organisation.</p>	<p>We are asking organisations to indicate if they have a relationship with any other organisation that provides services on its behalf.</p> <p>An example could be an organisation that provides financial management, contract management and staffing support to your AHB.</p> <p>Another example could be an organisation that provides tenancy management services such as rent collection and/or administration.</p> <p>Where there is an organisation providing services on your behalf, we would ask that you provide the <i>name of the organisation</i> providing such services.</p>
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