



ÚDARÁS RIALÁLA SEIRBHÍSÍ MAOINE  
PROPERTY SERVICES REGULATORY AUTHORITY

## **PSRA NEWSLETTER - MARCH 2016**

### **EMAIL UPDATES**

The Authority has commenced sending information via email to all licensees. If you have not received any emails, please send your email address to [info@psr.ie](mailto:info@psr.ie) stating your licence number and request to be added to the email list.

### **On-Line Licence Renewal Application Project – Licences.ie**

As advised in the Authority's last Newsletter, all licence renewal applications with an expiry date of 5<sup>th</sup> July 2016 or onwards, must be renewed online at [www.licences.ie](http://www.licences.ie). Planned countrywide information seminars, locations where applications can be uploaded and a helpdesk will be put in place to ensure the smooth transition from the old manual renewal application process to the new online licence renewal system.

### **COUNTRYWIDE INFORMATION SEMINARS**

Information seminars in relation to the new online licence renewal process for all licensees will be held in Meath, Sligo, Galway, Cork, Laois and Dublin (See Dates Below). These seminars are vital to ensure you are fully aware of the renewal process and is a great opportunity for me as CEO to meet with you, the licensee. Please express your interest in attending a seminar by emailing [info@psr.ie](mailto:info@psr.ie) and clearly state which seminar venue you wish to attend.

### **PSRA LOCATIONS FOR UPLOADING APPLICATIONS**

The Authority will provide all licensees with an opportunity for direct assistance in the uploading of their application onto Licences.ie and will accommodate this facility in the PSRA Navan office and a central location of Laois. Details to be announced.

### **HELPDESK**

A telephone helpdesk to assist licensees in renewing their licence will also be available from 25<sup>th</sup> April - 25<sup>th</sup> May 2016 inclusive. Further details to follow.

