



Lodger (Licence) Agreement

Ireland · Free fill-in-the-blanks template · Version June 2026

Free template — please read first

This is a free, general-purpose licence agreement for renting a room in a home where the owner also lives. It is provided by **myroom.ie** as **general information, not legal advice**. It is designed for genuine owner-occupier (“lodger” / licensee) arrangements, which fall outside the Residential Tenancies Act. If the owner does **not** live in the property, this template is not suitable — that arrangement is likely a tenancy with different legal obligations. For advice on your specific situation, consult a solicitor or contact Threshold or Citizens Information.

How to use it

Fill in every blank, delete anything that doesn't apply, read it together, then both sign and keep a copy each.



This agreement is a licence, not a tenancy. The Homeowner lives at the Property and continues to occupy and control the whole home. The Lodger has the Homeowner’s permission to live in the Property as a licensee and does **not** have exclusive possession of any part of it. This arrangement is not covered by the Residential Tenancies Act 2004 (as amended) and is not registered with the Residential Tenancies Board.

1 The parties

Homeowner (Licensor) – full name	_____
Phone / email	_____
Lodger (Licensee) – full name	_____
Phone / email	_____

2 The property and the room

Property address	_____
The Lodger’s room	_____ e.g. “the second bedroom at the front of the house”
Shared areas the Lodger may use	<input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/> Living room <input type="checkbox"/> Garden <input type="checkbox"/> Other: _____

The Homeowner lives at the Property and retains full access to all parts of it, including the Lodger’s room for reasonable purposes (e.g. cleaning, maintenance, emergencies), with courtesy notice where practical.

3 Start date and duration

Licence starts on	____ / ____ / _____
Arrangement type	<input type="checkbox"/> Ongoing (rolling, until ended by notice under section 7) <input type="checkbox"/> Fixed period ending ____ / ____ / _____

4 Licence fee

Licence fee	€ _____ per <input type="checkbox"/> week <input type="checkbox"/> month
Payable on	the _____ of each <input type="checkbox"/> week <input type="checkbox"/> month, in advance
Payment method	<input type="checkbox"/> Bank transfer (preferred) <input type="checkbox"/> Standing order <input type="checkbox"/> Other: _____
Account / payment details	_____

If the fee is more than 14 days late, the Homeowner may treat it as a breach of this agreement and end the licence with notice under section 7.

5 What's included

The licence fee **includes** (tick all that apply):

Electricity Gas / heating Broadband / Wi-Fi TV licence Bin charges Meals:
_____ Laundry Other: _____

Anything **not** ticked above is paid as follows (e.g. "bills split equally, settled monthly"):

Tax note for the Homeowner: everything the Lodger pays you — fee, bills, meals — counts as gross income for Revenue's rent-a-room relief (€14,000/year limit). See myroom.ie's rent-a-room relief guide.

6 Deposit

Deposit amount	€ _____ typically 2–4 weeks' licence fee
Paid on	_____ / _____ / _____ by <input type="checkbox"/> bank transfer <input type="checkbox"/> other: _____

The deposit will be returned to the Lodger **within** _____ **days** (suggested: 7) of the licence ending and the Lodger leaving, less only:

- any unpaid licence fees or agreed bill contributions; and
- the reasonable cost of repairing damage beyond normal wear and tear.

Any deduction will be explained in writing with receipts or estimates. The deposit is not to be used by the Lodger as the final period's fee unless both parties agree in writing.

Condition record: both parties have noted the condition of the room on the start date: photos taken and shared written notes attached none

7 Ending the arrangement (notice)

Either party may end this licence by giving the other _____ **weeks'** written notice (suggested: 2–4 weeks; text or email counts as written). Notice runs from the day it is received.

The Homeowner may end the licence with shorter notice only in serious circumstances — for example, non-payment of the fee, significant damage, or behaviour that makes continued sharing unworkable or unsafe.

On leaving, the Lodger will remove all belongings, return any keys, and leave the room in the condition it was received, allowing for normal wear and tear.

8 House rules

The Lodger agrees to the following (tick / complete as agreed):

Overnight guests	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted up to _____ nights/month with advance notice
Smoking / vaping	<input type="checkbox"/> Not permitted anywhere <input type="checkbox"/> Outside only
Pets	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: _____
Quiet hours	From _____ to _____
Cleaning	Lodger keeps their room clean and shares cleaning of common areas: _____
Other	_____

Both parties agree to treat each other, and each other's belongings and privacy, with respect.

9 General

- The Lodger occupies the room as a licensee only. Nothing in this agreement creates a tenancy, and the Lodger may not sublet, share or transfer the room to anyone else.
- The Homeowner is responsible for home insurance on the Property; the Lodger is responsible for insuring their own belongings if they wish.
- Any changes to this agreement must be agreed by both parties in writing.
- If any disagreement about the deposit cannot be resolved between the parties, either party may use the Small Claims procedure of the District Court.

10 Signatures

Both parties confirm they have read, understood and agreed to this licence agreement, and that each has received a copy.

	Homeowner (Licensor)	Lodger (Licensee)
Signature	_____	_____
Print name	_____	_____
Date	____ / ____ / _____	____ / ____ / _____