

Request for SEAI Property Reference Number (Form RO11)

This form should be used for the purposes of requesting an SEAI Property Reference Number which may be used in place of a MPRN in a BER assessment.

It should only be completed in cases where a final BER assessment that represents the property as built is being completed and the assessment property has **no** associated MPRN.

It should be noted that there is a timeframe turnaround of approximately 2 to 4 working days in providing the SEAI Property Reference Number. For requests exceeding 10 properties additional time may be required.

It is **not** to be used for:

- Provisional BER assessments; the MPRN is not mandatory in this instance
- If it's the case that the builder/developer wants a BER certificate without registering the property with the ESB and seeking a MPRN.
- Properties that have a shared MPRN; the shared MPRN facility on DEAP should be used in such circumstances and all the properties that share the MPRN will have the same MPRN on their BER Certificates.

1. Assessor Details	
BER Assessor Name:	BER Assessor Number:
2. Property Details	
Is the property domestic or non-domestic :	
Address of Property	
Address line 1:	
Address line 2:	
Address line 3:	
Address line 4:	
County/City:	
Is there multiple MPRN's required, if so are the addresses/number of each easily identifiable on the ground? If not, please attach a layout plan indicating same.	
Client Name:	Client Description: (e.g. builder, individual, solicitor, sales agent etc.)
Has a MPRN been requested from the ESB Networks? Please attach copy of correspondence received from ESB Networks confirming same. If not, state reason:	
If the property generates its own electricity, is the electricity source shared with any other property? (Y/N)	
Has this property or any part of it been a subject of a previous BER assessment? If yes, give details:	
Has a receiver, liquidator or examiner been appointed to this property? If yes, give details and attach a letter from the respective party or Solicitor confirming their appointment:	
Has the client been informed that a new BER Certificate will be required once an ESB Networks assigned MPRN has been assigned to the property? (Y/N)	
Are both the Assessor and Client aware that a refund will not be awarded upon republication? The re-publication fee will apply as normal. (Y/N) The previously published rating will need to be withdrawn upon re-publication.	
Submit this form and all relevant attachments from your registered Assessor email address to registered@ber.seai.ie	
By submitting this form you are accepting responsibility for the accuracy of this information. Omission of any of the above information may delay the issuing of the SEAI Property Reference Number.	