

APPLICATION FOR SOCIAL HOUSING SUPPORT

Sligo County Council

CHECKLIST FOR APPLICANTS

Comhairle Chontae Shligigh

APPLICANT(S) NAME: _____

FILE REF _____

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1. Fully Completed Housing Application Form.
 2. Copy of Passport, driving licence or other documentation which contains a photo of all applicants over 18.
 3. Long Form Birth Certificate for each person for whom accommodation is sought, will only be accepted. An Affidavit of Birth is available under exceptional circumstances by agreement of the Housing Authority.
 4. Documentary evidence of Personal Public Services No's (PPS No's) in respect of all persons, including children, for whom accommodation is sought, e.g. Medical Cards, Social Welfare Slip/Card etc.
 5. Copy of Marriage Cert. (where applicable).
 6. Proof that you live at your current address for **both** spouse / partner (i.e. gas/electricity bill).
 7. **Proof of citizenship or leave to remain in Ireland :**
 - a) Evidence of having a Stamp 4 Immigration Stamp Endorsement on a passport for a period of 5 years should be provided.
 8. **Non Irish Nationals must provide written proof :**
 - a) of previous accommodation in their country of origin or place of residence prior to coming to Ireland. This maybe obtained from the municipal authority of the relevant country.
 - b) that they do not hold or have held property from the equivalent authority of the country from which they originated or any country which they resided in before coming to Ireland. This may be obtained from the municipal authority of the relevant country.
 9. **Evidence of Income – Completed Certificate of Income, Please also provide (where relevant):**
 - a) Employed: P60 and a minimum of 4 out of the last 6 payslips.
P21 Balancing Statement for year preceding application for Social Housing Support.
 - b) Self-Employed: A minimum of 2 years accounts with an Auditor's Report or an Auditor's Report along with an up-to-date tax balancing statement and preliminary tax receipt.
 - c) Social Welfare Income: A Recent Social Welfare Slip or Bank Statement
 10. Copy of Separation/Divorce agreement for applicant.

The agreement must identify:

 - The extent of maintenance being received or paid by the applicant.
 - The circumstances under which the maintenance payments can cease.
 - That no onerous conditions exist.

If there is no agreement, a letter from the applicant's solicitor must be included with the application

The letter should confirm:

 - That there is no formal separation agreement.
 - That there are no court proceedings pending under the family law legislation.
 - The position in relation to maintenance and other payments.
 11. Completed Affidavit in respect of Separation/Maintenance Payments together with evidence of payments for the previous 12 months etc.
 12. (a) Copy of Access/Custodial Order in respect of any children that are to be included in the application but are not currently living with you.

(b) If access has been agreed amicably without court involvement, then provide proof of formal access arrangements from the other parent regarding visitation rights. Such documentation should include the other parent's contact details i.e. address, tel. no etc.

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CHECKLIST FOR APPLICANTS [Continued] Comhairle Chontae Shligigh

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- 13. Completed **HPL1** Form in respect of property ownership stamped at the Revenue Office for the applicant or joint applicants. Both sides of the form to be completed if an application is in joint names.
- 14. Completed Affidavit in respect of property/land for applicants & joint applicants – evidence to be submitted as to how the proceeds from the sale of the land/property were disposed of.
- 15. If you are not resident in the local authority area, please provide evidence of your connection with the area.
- 16. If you or any member of your household was **previously** a local authority tenant, please provide a letter from the local authority where you or the household member resided setting out details in relation to the previous tenancy. This letter should include term of tenancy, reason for leaving, arrears, evidence of a clear rent account etc.
- 17. Persons seeking housing assistance due to medical circumstances must provide a **Consultant's** letter outlining the condition and as to how it impacts upon their housing needs. *Only acceptable medical documentation.*
- 18. Occupational Therapist's Report in respect of any specific accommodation requirements.
- 19. Copy of all Bank Statements showing **Name and Address (for the last 6 months)**.
- 20. Interview Declaration **(to be signed by all parties over 18 years)**.
- 21. Proof of anyone in full time Education.
- 22. Copy of Tenancy Agreement and Rent Book or proof of rent payment i.e. bank lodgement slips or receipts from landlord (if in private rented accommodation).
- 23. Landlord Form attached to be completed and signed by your current Landlord.
- 24. Evidence of a clear rent account in respect of previous tenancies/Letter from landlord.
- 25. Evidence of clear rent account in respect of **current** tenancy with Voluntary Housing Bodies or other Local Authorities.
- 26. Copy of any court order to leave your present accommodation.
- 27. In cases where the applicant claims that it is no longer possible to live in the family home, it will be necessary for persons to submit proof that they are homeless i.e. residing at a homeless hostel, or Garda/Social Worker report outlining exceptional circumstances why you cannot return to your Family Home.

***Please ensure all documentation submitted is translated to English
By an official Translator**

Please note that a VALID application only will be accepted by Sligo County Council and in the event that any of the items listed above which are required in order to ensure that an application is complete are omitted will deem it INVALID therefore, Sligo County Council will be returning all documentation to the applicant.

For Official Use Only

Received By: _____

Validated by: _____

Date: ____/____/____

Date: ____/____/____