

Application Form for *'Affordable Housing'*



Housing Section
Sligo County Council
County Hall
Riverside
Sligo

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Terms and Conditions Apply

APPLICATION FORM FOR AN AFFORDABLE HOME

Section 1 – Personal Details					
Applicant A			Applicant B		
First Name:	Surname:		First Name:	Surname:	
Date of Birth:	PPS No:		Date of Birth	PPS No:	
DD / MM / YYYY			DD / MM / YYYY		
<input type="checkbox"/> Female <input type="checkbox"/> Male			<input type="checkbox"/> Female <input type="checkbox"/> Male		
Current Address:			Current Address:		
Daytime Phone:	Mobile / Home Phone:		Daytime Phone:	Mobile / Home Phone:	
Nationality:			Nationality:		
Email:			Email:		
Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married
	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced		<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced
	<input type="checkbox"/> Widowed	<input type="checkbox"/> About to Marry		<input type="checkbox"/> Widowed	<input type="checkbox"/> About to Marry
	<input type="checkbox"/> Other			<input type="checkbox"/> Other	

Section 2 - Confirmation of Eligibility				
Eligibility Criteria	Applicant A		Applicant B	
Have you ever owned or had an interest in any property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give address and please state the special circumstances that apply that make you eligible for an affordable home.				
I have an indefinite right to remain in Ireland (either through nationality or refugee status).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are not a citizen of the European Union, you must submit evidence of entitlement to reside in Ireland (Stamp 4)				
I am in full time permanent employment for at least six months (required for at least one applicant)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2 - Confirmation of Eligibility (contd)				
Eligibility Criteria	Applicant A		Applicant B	
Are you an existing tenant of a Local Authority (County, City or Borough Council)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you an existing tenant of a Voluntary Housing Association (e.g. Cluid, Respond)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you on a Local Authority Housing List	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a Tenant Purchaser of a Local Authority House?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3 - Dependents		
Name	Date of Birth	PPS Number
DD / MM / YYYY		
DD / MM / YYYY		
DD / MM / YYYY		
DD / MM / YYYY		
DD / MM / YYYY		

Section 4 – Employment Details (Employed Persons)		
	Applicant A	Applicant B
Occupation:		
Number of years in full time employment:		
Employer:		
Date of Commencement of present employment:		
If current employment has been less than one year, state name and address of previous employer:		
Gross Annual Income for previous tax year (enclose P60, P21)	€ _____	€ _____
Current Annual Income (enclose four most recent payslips). See note below if self-employed:	€ _____	€ _____

Section 4 – Employment Details (Self – employed persons): If you are self-employed, you must submit an **Agreed Tax Assessment** (signed and stamped by the Inspector of Taxes) together with **Certified Audited Accounts** for two years immediately preceding the date of application, together with Current Projected Income for the coming 12 months.

Section 5 – Personal Finances

	Applicant A		Applicant B	
Do you have savings at a Bank, Building Society, Credit Union or with the Post Office	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Balance	€ _____		€ _____	
Do you have any outstanding personal, car or other loans, hire purchase agreements or credit card balances	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loan amount & duration	€ _____. No of years ____		€ _____ No of years ____	
Loan commencement date				
Repayment Frequency	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
<i>NB Please note that at time of mortgage application, confirmation of the above will be sought from the Irish Credit Bureau</i>				

Section 5 - Accommodation Details			
Applicant A		Applicant B	
Years living at current address:		Years living at current address:	
Please provide details of where you have lived for the past 5 years or more.			
Previous Address 1 (if applicable):		Previous Address 1 (if applicable):	
Years lived at previous address:		Years lived at previous address:	
Nature of Tenure (Rented, living with relatives etc)		Nature of Tenure (Rented, living with relatives etc)	
If renting, please state weekly rent		If renting, please state weekly rent due:	

Section 6 - Housing Areas	
<p>Please indicate the area(s) in which you are interested in purchasing in County Sligo. (Please note that Sligo Borough Council operates a separate list.)</p> <p>Areas covered under Affordable Housing currently include,</p> <ul style="list-style-type: none"> • Collooney / Ballisodare • Strandhill / Environs of Sligo. • Enniscrone / Dromore West • Ballymote / Coolaney 	
Location	
First Preference:	
Second Preference	
Third Preference	

PLEASE NOTE: Annual Management fees will apply in the case of many properties, particularly those such as Apartments, duplexes & Townhouses

Section 7 – You must submit the following items with this application

- A copy of a **Birth Certificate** or **Passport** for each applicant
- A copy of **Marriage Certificate** (if applicable)
- Certificate of earnings** or other official statements of earnings (i.e. P60, P21)
- Copies of 4 most recent **payslips** (*for both applicants if applicable*)
- If you are **self-employed**, you must submit an **Agreed Tax Assessment** (signed and stamped by the Inspector of Taxes) together with **Certified Audited Accounts** for two years immediately preceding the date of application, together with Current Projected Income for the coming 12 months.
- If you are **not** a citizen of the European Union, you must submit evidence of entitlement to reside in Ireland (Stamp 4).
- FORM HPL1 attached** - this form must be completed by the **Revenue Commissioners** on behalf of the applicant(s). Please contact them for details of your nearest office.
- Bank Statements for current / cash save account covering a period of not less than 6 months prior to date of application
- Statements illustrating current balances on all loan, hire purchases agreements, credit cards etc
- If applicable, please include details of **separation or divorce documentation** that indicates financial settlements that may be included as income.

Section 8 - Declaration

I/We declare that the information given in this form is correct to the best of my/our knowledge and belief.

I/We hereby authorise the relevant local authority to make any official inquiries necessary to process this application.

I/We understand that acceptance of this application form does not imply an acceptance by the Local Authority of your eligibility for an affordable home.

Applicant A	Applicant B
Signed: _____	Signed: _____
Date: _____	Date: _____

OFFICE USE ONLY	
Date Application Received:	
Application Reference No.	

HPL1 Form / First Applicant

THIS FORM MUST BE COMPLETED BY **THE REVENUE COMMISSIONERS** AND RETURNED WITH EVERY APPLICATION

YOUR FULL NAME (BLOCK LETTERS)	<input type="text"/>
PREVIOUS NAME (IF ANY)	<input type="text"/>
PRESENT ADDRESS	<input type="text"/>
PREVIOUS ADDRESS (IF ANY)	<input type="text"/>
PPS NUMBER (PRSI NUMBER)	<input type="text"/>

TO BE COMPLETED BY INSPECTOR OF TAXES

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income tax relief in respect of interest paid on money borrowed to purchase or build a dwelling.

SIGNED DATE

OFFICIAL STAMP

Please return to:

Housing Department, Sligo County Council, County Hall, Riverside, Sligo

HPL1 Form / Second Applicant

THIS FORM MUST BE COMPLETED BY **THE REVENUE COMMISSIONERS** AND RETURNED WITH EVERY APPLICATION

YOUR FULL NAME (BLOCK LETTERS)	<input type="text"/>
PREVIOUS NAME (IF ANY)	<input type="text"/>
PRESENT ADDRESS	<input type="text"/>
PREVIOUS ADDRESS (IF ANY)	<input type="text"/>
PPS NUMBER (PRSI NUMBER)	<input type="text"/>

TO BE COMPLETED BY INSPECTOR OF TAXES

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income tax relief in respect of interest paid on money borrowed to purchase or build a dwelling.

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