

CHECKLIST FOR APPLICANTS

Applicants are strongly advised to submit their applications in person at this office as posted applications are frequently not completed correctly and have to be returned.

Please ensure that your application includes the following documentation (an official translation into Irish or English is required, where appropriate):

1. Personal Information

- Fully completed application form (including signed declarations)
- Photographic identification (current passport or Irish driving licence)
- Birth certificates for all household members
- PPSNs for all household members
- Marriage certificates for all applicants, where applicable
- Proof of current address (utility bill, lease or rental statement within the last 6 months)– for all applicants, where applicable
- If renting, proof of tenancy agreement and Residential Tenancies Board (RTB) registration, where available
- Proof of citizenship or permission to remain in Ireland for all household members – Valid Irish Residence Permit Card and Passports with Endorsement Stamp, letter from the Department of Justice or similar from Garda National Immigration Bureau.
- Copies of all Bank Statements/Financial Accounts showing Name & Address (for the last 6 months) for both applicant/joint applicant.
- Proof of anyone in full time Education (Letter from School or College.)
- Completed Access to Information Form

2. Income Information (relevant to all household members where applicable)

- Evidence of income - Documentary evidence of the preceding 12 months' income through a combination of the following:

Employed

- The previous years' Statement of Liability (available from the Revenue Commissioners);
- Proof of the household's current income, e.g. payslips for the intervening period from Statement of Liability to date of application.

Social Welfare Income

- A recent statement from Department of Social Protection detailing all welfare payments received and commencement date of receipt of such payments. If a household is in receipt of social welfare for less than 12 months, a Statement of Liability for the preceding year and, where applicable, payslips for the intervening period must also be provided.

Self Employed

- A minimum of 2 years' accounts with an Auditor's Report and
- A Notice of Assessment and/or Self-Assessment Acknowledgement letter for the preceding 12 months

3. Documentation Required in Relation to Separation/Divorce

– Copy of separation/divorce agreement for both applicants, where applicable

The agreement must identify:

- The extent of maintenance being received or paid by the applicant
- The circumstances under which the maintenance payments can cease
- Property ownership – The legal position with regard to the marital home/assets of the marriage

OR

– If there is no agreement, a letter from the applicant's solicitor or a legal affidavit signed by a practising 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 family law legislation
- The position in relation to maintenance and other payments
- Overnight access/custody arrangements for children
- Property ownership – The legal position with regard to the marital home/assets of the marriage
- Evidence of maintenance payments received for previous 12 months, prior to the date of application

4. Property Ownership

– A Completed Affidavit

– If you or any member of your household currently owns/previously owned a property, documentary evidence outlining the location, value, current status of the property and any monies being received in respect of the property is required to be submitted.

5. Other Documentation Required

– If you are not resident in the local authority area where you are seeking housing support, please provide evidence of your local connection with that area

– If you or any member of your household was previously a local authority/Approved Housing Body (AHB) tenant, please provide a letter from the local authority/AHB where you or the household member resided setting out details in relation to the previous tenancy. This letter should include duration of tenancy, reason for leaving, arrears, any other relevant information.

– If you wish to apply for a single rural house or demountable dwelling, please include necessary accompanying documentation (see Part 8 of this form)

– If it has been deemed that your mortgage is no longer sustainable and you have exited from the Mortgage Arrears Resolution Process (MARP), please include a letter from the Arrears Support Unit of your lender.

6. Applications on Medical or Disability Grounds (if applicable)

– A completed Medical and/or Disability Information Form (HMD-Form 1), available from your local authority

– Occupational therapist's report in respect of any specific accommodation requirements

Notwithstanding the required documentation set out above at points 1-6, in certain situations for example, where a particular document cannot be provided, the local authority may, at its discretion, request alternative documentation to satisfy itself in relation to the specific information being sought.