

SLIGO COUNTY COUNCIL

RENT REVIEW FORM 2022

Tenant(s) Name: _____ Address: _____

Telephone No: _____ E mail: _____

Number of Bedrooms: ____

**PLEASE LIST ALL PERSONS CURRENTLY RESIDING IN YOUR DWELLING
FULL DETAILS FOR EACH PERSON MUST BE PROVIDED IN THE SPACES BELOW**

Full Name (s)	Date of Birth	PPS No.	Relationship to Tenant	Weekly Income	Source(s) of Income		If aged 16-21 & in full time education, please state name of school /college
					Social Welfare	Employment	

Please attach supporting documentation for all household earners, as relevant, i.e. 2 consecutive payslips (employment); social welfare receipt/Declaration of Payments Statement (social welfare payment); Certified set of accounts and Tax Balancing Statement (self employed); other relevant documentation as required –see overleaf for further information

I/WE THE APPOINTED TENANT(S) OF THE ABOVE PROPERTY HEREBY DECLARE THAT THE INFORMATION SUBMITTED BY ME(US) IN THIS FORM IS CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND AUTHORISE SLIGO COUNTY COUNCIL TO VERIFY THESE DETAILS WITH THE DEPARTMENT OF SOCIAL PROTECTION AND / OR MY EMPLOYER.

Signed: _____ Date: _____
Tenant Joint Tenant (if applicable)

*Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR.
To access Sligo County Council's Privacy Statement, please follow this link: . http://www.sligococo.ie/gdpr/SligoCoCo_DataPrivacyStatement.pdf*

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CHECKLIST FOR SUPPORTING DOCUMENTATION

The list below is for guidance purposes only. It may be of assistance to you when completing your rent review form. The documentation required will depend on the circumstances of your household including where changes have occurred since your last rent review. You may contact Sligo County Council on 071 911 1816 / 071 911 1802 for further information regarding your rent review or regarding your particular circumstances.

Household Circumstance	Documentation Required
Income from Social Welfare	Social Welfare Payment Slip <i>or</i> Declaration of Payments Statement <i>or</i> Letter from Department of Social Protection
Income from Employment	2 consecutive pay slips (recent)
Income from Maintenance payment	Evidence of child maintenance being received
Income from Private Pension / Pension from other Country	Documentary proof of pension – Recent payslip <i>or</i> Letter from Pensions Provider
Loss of Employment	Documentary proof of loss of employment & Letter from Department of Social Protection re welfare entitlement
Change in employment hours	2 consecutive pay slips that demonstrate the change in your income <i>and</i> letter from employer detailing the date of the change in employment hours /income
Additional child born since last rent review	Birth Certificate and proof of PPSN
New occupant in your household	Complete an application form for Permission To Reside in a Local Authority Dwelling which is available from the Housing Office or download from the Council's website www.sligococo.ie
Joint Tenant has moved out	Complete an application form to Remove A Joint Tenant from the Tenancy which is available from the Housing Office or download from the Council's website www.sligococo.ie
Member of your household has moved out	Evidence of that member's new address e.g. Declaration of Payments Statement, Tenancy Agreement, utility bill
Dependent child between the ages of 16 & 21	Letter from your child's school / college confirming his/her attendance for the academic year 2021/2022.