

16th December, 2016.

Housing Department
An Rannóg Tithíochta

Revenue (Rents) Section
Marine Road, Dun Laoghaire, Co. Dublin
Direct Tel: 01 2054841
Fax: 01 2801856
E-mail: rents@dlrcoco.ie

Re: Annual Differential Rent Review 2017

Dear Sir/Madam,

Dún Laoghaire-Rathdown County Council is now updating records in advance of the 2017 Rent Scheme. It is important that we have up-to-date income information for your entire household to make sure that your rent is correct and to avoid you getting back-dated charges applied to your account.

Please fill in the attached form completely and return it along with any additional information to the Housing Department, at the above address or the Council's Dundrum Office, Rere Bank of Ireland, Main Street, Dundrum, Dublin 14, no later than Friday 24th February 2017. If you need help completing this form, telephone: 01-2054841 or e-mail rents@dlrcoco.ie.

The current Rent Scheme and extra copies of the form can be downloaded from www.dlrcoco.ie/housing or are available from this office or from the Dundrum Office.

Please note:

1. You must fill in the form and attach any additional information and return everything by Friday 24th February 2017. The Council has no option but to assume an income or apply a penalty charge where adequate information is not provided.
2. Please include P.P.S. numbers (P.P.S.N.) with all names.
3. All income received by everyone in the house with you must be included. Any income that comes to light afterwards will result in backdated rents being charged to your account. Remember that if there is any change in the household income after you send back the form, you should also tell us immediately to avoid any future arrears.
4. All persons currently residing in the property must be listed on the form. Please be aware that if a person does not have Permission to Reside in the property they must apply to do so. This could impact on any future applications for succession rights to the Tenancy.

For checklist of required information, please see back of page.

Yours faithfully,

Deirdre Baber,
Senior Executive Officer

Checklist for Annual Rent Review 2017

	P45	P60	Maintenance/ Child Support	Current Income
Employed		✓	✓	Employer to fill in details of current income on page 4 of Review form.
Recently Unemployed	✓		✓	Statement of payment from social welfare.
Social Welfare	Social Welfare Stamp on page 3 of Review Form and include evidence of any maintenance received.			
Self -employed	For self-employed incomes the Council will use assumed incomes based on lower than average earnings for that trade or profession in the calculation of differential rent			
Recently Retired	✓	Evidence of pension (see below) or a Form P21.		
State Pension	Social Welfare Stamp on page 3 of Review Form			
Private Pension	Evidence of payment, such as weekly, monthly or annual statement or a Form P21.			
For Changes that Occurred in the Past Year				
Moved Out	Documentary evidence is required e.g. Lease agreement, Utility Bill or any two of the following: bank statement, entry visa or a mobile phone bill.			
*Moving in	Contact Allocations Section to apply for Permission to Reside.			
Birth	Copy of State Birth Certificate and PPS Number			
*New Marriage	Copy of State Marriage Certificate			
*Death	Copy of Death Certificate			
Please include the relationship of all household members to tenants (Relationship Status can include Marriage or Civil partnership or family connection i.e. brother / sister, husband /wife, co-habiting) in the second column 'Relationship to Tenant' on page 2 of the form.				
All occupants who are over 18 and are in full time education must provide evidence of the course attended				

Extra copies of the form and the current Differential Rent Scheme are available to download at www.dlrcoco.ie/housing

*Contact Allocations for information regarding the Permission to Reside and / or Transfer of Tenancy processes