

## **HAP ELIGIBILITY ASSESSMENT**

**Name:**

**Housing Ref No:**

**Contact Number:**

**Date:**

**Email Address:**

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**Applicants wishing to apply for the HAP Scheme should provide the following information for assessment purposes:**

**Do you have an application with any other local authority? (tick box)**

Yes  No

**Local Authority Name**

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**Do you or any member of the household own property or land in Ireland or any other country? (please tick)**

Yes  No

**Address of the property or land owned:** \_\_\_\_\_

**INCOME DETAILS – For EACH household member over 18**

- Minimum of 4 of the last 6 payslips **and** Employment Detail Summary available from MyAccount on [revenue.ie](http://revenue.ie) (formerly 'P60')
- Payment Statement from the Department of Social Protection stating all Social Welfare payments from past 6 months to date (required even if in receipt of no Welfare payments)
- Copy of Child Maintenance Payments received (if applicable)
- Up-To-Date Chapter 4 Form 11 from Revenue (if self-employed)

**RENT Supplement** – Proof of Rent Supplement i.e. receipt from the Department of Social Protection

**Proof of Rent Paid or Copy of Tenancy Agreement showing same**

**HPL1 FORM** - for **each** household member who has turned 18  
To be stamped by Revenue Commissioners & valid for 1 year from date stamp

**EDUCATION LETTER** – Letter from school/college for household members over 18 and still in full-time education

**Copy of GNIB CARD** (non-EU Nationals only)/**Photo I.D.**  
For **all** household members aged 18 & over

**NEW ADDITIONS TO A FAMILY** - Birth cert and PPS Numbers are required for all new members of the Household that are not yet part of your application

**CUSTODY ORDER/ACCESS ARRANGEMENTS** - Court Document or Affidavit (Affidavit templates available on request)

**PROOF OF ADDRESS** – utility bill/bank statement/lease agreement