

HAP ELIGIBILITY ASSESSMENT

Name:

Housing Ref No:

Contact Number:

Date:

Email Address:

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 _____

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 (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
Consent for the Council to contact Revenue to verify HPL1 status (this relates to any previously mortgage interest relief)

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