

## Local Authority Home Loan Mortgage Payment Break (Initial 3 months)

### Application Form

To apply for a three month Mortgage Payment Break on your local authority home loan under the COVID-19 emergency measures, you must have experienced a reduction (or anticipate suffering a reduction) in your income arising from the COVID-19 emergency and you are unable to make repayments on your home loan.

**The closing date for first time applicants to apply for a three month Mortgage Payment Break is 31 December 2020.**

This mortgage payment break is also open to local authority borrowers who are currently in arrears and further impacted by Covid-19. In this case you must be currently engaging with your local authority in relation to your arrears and complying with relevant conditions set by them. However, it is recognised that some borrowers may have entered into arrears arising out of COVID-19 and not yet entered into a repayment plan. If you have entered into arrears, due to the Covid-19 emergency, from March 2020 you are considered eligible to apply for a mortgage payment break.

You should only apply for a mortgage payment break if you consider that you need it. Independent financial advice is available through the Money Advice and Budgetary Service (MABS). Please see [www.mabs.ie](http://www.mabs.ie) to find details of your local office.

Mortgage Payment Break details are:

- Your home loan account is paused for the Mortgage Payment Break period.
- No interest is charged during the Mortgage Payment Break period.
- The term of your home loan remains unchanged (i.e. if the original term/maturity date is July 2035 – this will remain at July 2035 after the Covid-19 mortgage payment break).
- Your home loan repayments recommence after the Mortgage Payment Break period at a higher amount than before the Mortgage Payment Break. This is necessary to ensure that your home loan will be repaid in full within its original term.

Further details on the Mortgage Payment Break, including the financial impact for borrowers, are contained within the Local Authority Home Loan Mortgage Payment Break Frequently Asked Questions document available from your local authority website.

For those borrowers who pay their **Mortgage Protection Insurance (MPI)** as part of their monthly payment to their local authority, you will be required to continue to repay the MPI premia to your local authority through the Mortgage Payment Break period.

**This application form must be completed in full.**

### Part 1 – Loan and Personal Details

Home Loan Account No		
Borrowers Name(s)		
Address		
Contact Phone Number(s)		
Contact Email Address(es)		

## Part 2 – Income Reduction Details

Please give details of (anticipated) income reduction arising from COVID-19 situation, including employer name and address, nature of employment (e.g. retail, hospitality, etc.) and nature of income reduction (e.g. temporary business closure, loss of job, etc.)

## Part 3 – What Happens Next?

You can return your application form by:

**Email :** [housingloans@dlrcoco.ie](mailto:housingloans@dlrcoco.ie)

**Post :** Housing Loans, Housing Department, Dún Laoghaire Rathdown County Council,  
Level 1, County Hall, Marine Road, Dún Laoghaire, Co Dublin

**By Hand:** Post box on the right hand side of gate at Marine Road entrance to County Hall or at the Dundrum Office, Main Street, Dundrum, adhering to HSE guidelines.

**Please mark on the email subject line or on the envelope “Mortgage Payment Break Application.”**

You will receive a Notification of Approval by email within five working days of returning your completed application form. The Notification of Approval will include the following details:

- Confirmation of approval;
- Your Mortgage Payment Break period;
- The revised/higher amount of your repayments after the Mortgage Payment Break period;
- Confirmation of your home loan term/maturity date;
- Indicative saving (based on full repayment as demanded by your local authority);
- Declaration and Acceptance Form;

To proceed with a Mortgage Payment Break, you must return the Declaration and Acceptance Form signed by all borrowers named on the home loan – by post or by hand – **within 15 working days of the date of the Notification of Approval.**

If your form is incomplete, your local authority will notify you as quickly as possible.

## Part 4 – Notices

### DATA PROTECTION NOTICE

ACCESS TO PERSONAL DATA. You have the right at any time to request a copy of any 'personal data' within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that the local authority holds about you and to have inaccuracies in that information corrected.

### STATUTORY WARNINGS AND OTHER INFORMATION

**Warning:** If you do not meet the repayments on your home loan, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future.

**Warning:** If you do not keep up your home loan repayments you may lose your home.

**Warning:** You may have to pay charges if you pay off a fixed rate home loan early.