

## **INCREMENTAL TENANT PURCHASE SCHEME 2016 APPLICATION FORM**

PLEASE ENSURE YOU COMPLETE THE APPLICATION FORM IN FULL AND ATTACH THE FOLLOWING DOCUMENTS:

1. Application fee: A bank draft or postal order only to the amount of €50.00 non-refundable made payable to Dún Laoghaire-Rathdown County Council.
2. Evidence of income for the registered tenant & his/her resident & rent assessed spouse/civil partner/co-habitant. For PAYE workers a P21 from Revenue Commissioners for the previous year. For self-employed: a copy of the income and expenditure accounts for each business to establish the nature and amount of income involved, Certified Audited Accounts for the previous two years, a current tax balancing statement, current preliminary revenue tax payment receipt. Also bank account statements, tax returns and Notice of Assessment for the previous two years with projections of income and expenditure for the current year. Or such documentation as required by DLRCC to establish the nature and amount of income involved.
3. You must continue to pay your rent and submit any necessary rent assessment forms to the Revenue (Rents) Section, until you have purchased the dwelling.
4. Documentary evidence of how you intend to finance the purchase of the property i.e. mortgage loan approval from a Bank/Building Society/Credit Union/Rebuilding Ireland Home Loan from the Council.
5. Documentary evidence that Irish Water Charges have been paid in full.
6. Full contact details for your Solicitor, if you have engaged one at this stage.
7. Please note the exclusions of dwellings not for sale under the scheme for Dún Laoghaire-Rathdown County Council.
8. A proposed joint purchaser (incl. resident & rent assessed spouse/civil partner/co-habitant only), included on the incremental tenant purchase scheme application form, who is not already a registered tenant on the existing tenancy agreement, must contact the Housing Allocations Section in order to determine their eligibility & the criteria under the Housing Allocations Scheme for registered tenancy. You may apply for registered tenancy if you are eligible. You must do this before you apply to buy the property under the tenant purchase scheme.
9. In cases where a married couple were tenants of a property and have since separated, it will be necessary for the party who has left the property to surrender his/her interest in the tenancy and for the remaining tenant to sign a new tenancy agreement. It will also be necessary to submit a Legal Separation Agreement/ Deed of Waiver/ Decree of Divorce. Please contact the Housing Allocations Section to discuss and update your Tenancy Agreement under the Allocations Scheme, before you apply under Tenant Purchase Scheme.

DLR DATE STAMP



## Applicant Checklist

Before submitting your application, please confirm that you:

- Have read and understand the Tenant Information Booklet – including the terms and conditions of the Scheme
- Have completed all parts of the application form about you and those in your household
- Have attached evidence of income/supporting documentation as detailed in Appendix 1 attached
- Have provided evidence that Irish Water charges have been paid in full
- Have signed the declaration
- Have included the €50 non-refundable application fee by way of a Bank Draft or Postal Order

**Application to Dún Laoghaire-Rathdown County Council to purchase the dwelling under the terms of the Incremental Tenant Purchase Scheme 2016**

**PLEASE NOTE THAT CERTAIN DWELLINGS ARE NOT FOR SALE**

**See attached list of exclusions & read in conjunction with the tenant handbook  
Other exemptions of sales of dwellings may apply**

**APPLICANTS DETAILS**

**Address of Property:** \_\_\_\_\_

**Rent Account Number:** \_\_\_\_\_

**Date of commencement of tenancy:** \_\_\_\_\_

	<b>Semi-Detached</b>	<b>Terrace</b>	<b>End Terrace</b>	<b>Other</b>
<b>Bed Size</b>				

	<b>Registered Tenant 1</b>	<b>Registered Tenant 2</b>
Name		
Date of Birth		
PPS Number		
Phone Number		
Email Address		
Civil (Marital) Status		
Income Source(s)*		
Gross Annual Income		

\* Attach income details for the previous year. See details cover page 1 of application form.

**If not, a tenant already listed above, please list: Tenant's Spouse/Civil Partner/Co-habitant Resident/Children/all tenants in the house**

Name	Date of Birth	Relationship to tenant	PPS No.	Income Source(s)*	Gross annual income

**Please note: You must continue to pay your rent at all times & submit any necessary rent assessment forms & up to date income details to the Revenue (Rents)Section. Verification from the section is sought before this application proceeds and is also consulted prior to final sale.**

**Irish Water Charges Paid in full to date:** Yes  No

**Extensions:** Have any extensions/works been carried out on the property, please provide details:

Year of Construction: \_\_\_\_\_ Reason/use: \_\_\_\_\_

**Previous tenancy:**

Address of previous tenancy of any LA dwellings and/or RAS tenancy.

Date in Tenancy \_\_\_\_\_

**Have you previously purchased a dwelling under a tenant purchase or incremental purchase scheme?** Yes:  No:

Year of purchase: \_\_\_\_\_

Provide details: \_\_\_\_\_

**Do you currently own any other properties?**  Yes:  No:

Provide details: \_\_\_\_\_

**What is the intended source of funding for the purchase money?**

Own Resources:  Private Mortgage:

Rebuilding Ireland Home Loan:  Other:

**\*Cash Payments will not be accepted**

\*Provide details & attach evidence of adequate savings and mortgage approval or refusals if applying for Rebuilding Ireland Home Loan

**ANTI-SOCIAL BEHAVIOUR & ESTATE MANAGEMENT**

**Has anyone in your Household ever been convicted for offences involving either violence or drugs?** Yes:  No:

If yes, please give details: \_\_\_\_\_

## **Important Information for the Attention of the Applicant**

### **Notice about Offences**

Section 32(7) of the Housing (Miscellaneous Provisions) Act 2009, as amended and section 6 of the Fines Act 2010 provide that it is an offence, punishable on conviction by a class C fine (i.e. an amount not greater than €2,500 but greater than €1,000), for a person to knowingly provide false or misleading information or documents or to knowingly conceal any material fact in relation to the purchase of a house under Part 3 of the Housing (Miscellaneous Provisions) Act 2014. Section 32(8) of the 2009 Act provides that a housing authority may recover from a person convicted of an offence under section 32(7) any higher expenditure that the authority incurred on the sale of a house due to reliance on false, misleading or undisclosed information.

### **Collection and Use of Data**

Dún Laoghaire-Rathdown County Council will use the data which you have supplied to assess and administer your application. Data may be shared and verified with other department/public bodies for the purpose of the prevention or detection of fraud. The housing authority may, in conjunction with the Department of the Environment, Community & Local Government, process this data for research purposes.

The Council may also, for the purpose of carrying out background checks under the Housing Acts 1966-2014 request and obtain information from other agencies, including a Garda Síochána, in accordance with the Council's Anti-Social Behaviour Strategy.

### **Additional Information**

Where requested by Dún Laoghaire-Rathdown County Council, additional information must be provided by the applicant(s) within four weeks.

All correspondence between Dún Laoghaire-Rathdown County Council and the applicant(s) is without prejudice and subject to any Transfer Order.

### **Declaration**

\* (Delete where appropriate)

I/We\* hereby apply to Dún Laoghaire-Rathdown County Council to purchase the above house under the terms of the 2016 Tenant (Incremental) Purchase Scheme.

I/We\* accept that the sale of a house under this scheme does not imply any warranty on the part of the housing authority in relation to the state of repair or condition of the house or its fitness for human habitation and that as the house will be valued on the basis of its existing condition, the housing authority is under no obligation to put the house being purchased under the scheme into good structural condition prior to sale.

I/We\* accept that the maintenance and repair of the dwelling after sale is the responsibility of the purchaser.

I/We accept that unless otherwise instructed, Dún Laoghaire-Rathdown County Council will upon completion of the purchase, arrange to have the house vested in the joint names of the tenant and his/her spouse/partner.

I/We\* declare that the information and given by me/us on this application are true and correct.

I/We\* authorise the housing authority to make whatever enquiries with other departments/agencies, it considers necessary to verify details of my/our application.

I/We\* am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

Signed: \_\_\_\_\_  
**Tenant 1**

Signed: \_\_\_\_\_  
**Tenant 2**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This page is not required to be returned to the Local Authority with your application

## **Appendix 1 - Supporting Documentation to Accompany Application**

The following documentary evidence, verifying the different types of reckonable income, must be submitted.

### **Employee income:**

- Form P21 for the previous year (Balancing Statement from the Office of the Revenue Commissioners, [www.revenue.ie](http://www.revenue.ie)) and where necessary, a signed and stamped employer's salary certificate, stating employment terms, basic salary, overtime, commission, bonuses and any other payments;

### **Income from self-employment:**

- A copy of the income and expenditure accounts for each business to establish the nature and amount of income involved, Certified Audited Accounts for the previous two years, a current tax balancing statement, current preliminary revenue tax payment receipt. Also bank account statements, tax returns and Notice of Assessment for the previous two years with projections of income and expenditure for the current year. Or such documentation as required by DLRCC to establish the nature and amount of income involved.

### **Payments made by the Department of Social Protection:**

- Documents issued by that Department, detailing the payments made;

Income from social welfare payments (including pensions) by the Department of Social Protection, will only be reckonable where these payments constitute a secondary source of income, i.e. a social welfare payment to a tenant in receipt of income from employment is reckonable income, as is a social welfare payment to the spouse, civil partner or cohabitant of a tenant in employment, whether or not that payment is in addition to employment income of that spouse, civil partner or cohabitant;

### **Rental income from land or property:**

- A copy of accounts or a statement of rental income;

### **Interest on savings, investments or dividends:**

- A statement from the financial institution or other provider, detailing the amount paid;

### **A pension other than a pension paid by the Department of Social Protection:**

- A document issued by the body involved, detailing the payments made;

### **Maintenance payments received:**

- The Court Order, formal or informal maintenance arrangement or agreement, or solicitor's statement, detailing the amount and frequency and end-date of payments, and documentary evidence that the required payments are being made in accordance with the order, arrangement, agreement or statement concerned;

### **Income from any other source:**

- Documentary evidence from the appropriate person or body involved, detailing the source and nature of the income and the amount paid.

This page is not required to be returned to the Local Authority with your application

## **Appendix 2 - Income Disregards**

Income from the following sources is not reckonable under the scheme and is not included in determining a tenant's gross income:

- (a) Child Benefit;
- (b) Carer's Allowance, Carer's Benefit and Half-Rate Carer's Benefit;
- (c) Family Income Supplement;
- (d) Guardian's Payment;
- (e) Exceptional Needs Payments;
- (f) Diet Supplement;
- (g) National Fuel Scheme;
- (h) Respite Care Grant;
- (i) Prescribed Relative Allowance;
- (j) Living Alone (Pension) Allowance;
- (k) Age 80 (Pension) Allowance;
- (l) JobBridge, the National Internship Scheme;
- (m) Domiciliary Care Allowance;
- (n) Tús (Community Work Placement Initiative);
- (o) Back to Education Allowance;
- (p) Gateway (Local Authority Activation Scheme);
- (q) Rural Social Scheme;
- (r) Community Employment Programme;
- (s) Fostering Allowance;
- (t) Blind Welfare Allowance;
- (u) Back to Work Family Dividend
- (v) Boarding-Out Payments;
- (w) Student grants and scholarship schemes;
- (x) Home Tuition Scheme;
- (y) Youthreach training allowance;
- (z) Payments by charitable organisations, one of the functions of which is to assist persons in need by making grants of money to them;
- (aa) Payments made by another EU Member State that correspond to Child Benefit;
- (bb) Rehabilitation training allowances.