

Housing Department
An Rannóg Tithíochta
Housing (Revenue) Department
County Hall, Marine Road,
Dún Laoghaire, Co. Dublin
Tel: 01 2054731
Email: rents@dlrcoco.ie

Rent Account Reference: _____

Dear Tenant(s),

Rent Assessment 2025

It is important that you and your family are fairly assessed for rent and that we allow for changes to your household income.

To help us with this, we need you to complete the table on the next page with details of all in your household. When you have completed the table, please return this form to us with the following documentation where appropriate:

- If Employed – please return last three payslips
- If Self-Employed – Tax Assessment
- If claiming Social Welfare – please return payment slip for 2025
- If in full-time education – please return confirmation letter from College
- Details of New Occupant or Occupant Leaving Tenancy

Please return the completed form to our offices in Dun Laoghaire (our address is at the top of the letter) or scan and email it to us at rents@dlrcoco.ie.

We may need to request further information at a later stage.

To speak to a member of the Revenue team please phone **01 205 4731**.

Should the form not be returned the Council will have to assume income details for your household.

To facilitate our contact with you, please include your phone number and email address:

Phone/Mobile number: _____

Email Address: _____

Please visit our website to review your rent account online:

<https://housing.dlrcoco.ie/>



Please turn over



Address: _____ **Account Number:** _____ **Date:** ____/____/2025

Name	PPS No	Date of Birth	Please tick the income source for each person ✓		Weekly payment/ Income amount
			Employed	Social Welfare	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Next of Kin Details:

Name: _____ **Address:** _____ **Contact No.:** _____

General Data Protection Regulation (GDPR): Data gathered is necessary for the performance of a task carried out in the exercise of official authority vested in DLRCC in accordance with Article 6(1) of the GDPR. The exercise of official authority is provided for under the Housing Acts 1966 to 2014 and in respect of the information sought here, section 32 of the Housing (Miscellaneous Provisions) Act 2009. Details of the Council's Data Protection Statement can be located on our website at www.dlrcoco.ie/en/council-democracy/governance/data-protection-gdpr

Section 261 of the Social Welfare (Consolidation) Act 2005 allows for the exchange of information between Government Departments, the Revenue Commissioners and specified organisations such as DLRCC. Section 265 of the same Act allows the Council to access or to verify information which has been provided by the Tenant with the Department of Social Protection records for the purpose of calculating rents etc. This does not affect the Tenants access rights to their personal data under Chapter 3 of the GDPR.

Please visit our website to review your rent account online: <https://housing.dlrcoco.ie/>