

# Local Authority Home Loan : 4th Mortgage Payment Break

## Application Form

To apply for a fourth Mortgage Payment Break on your local authority home loan under the COVID-19 situation, you must have engaged with the local authority during the third Mortgage Payment Break, be continuing to experience a reduction in your income arising from the COVID-19 situation and you are unable to make repayments on your home loan.

You should only apply for a fourth Mortgage Payment Break if you consider that you need it. Your local authority can take into account details of your financial situation in assessing whether you do need the fourth Mortgage Payment Break. 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.

If it is unlikely that your financial situation will have improved by the end of a fourth Mortgage Payment Break, a longer term arrangement through the Mortgage Arrears Resolution Process (MARP) may be more appropriate. Your local authority will discuss alternative payment arrangements with you.

Where the fourth Mortgage payment break is approved:

- **Your home loan account will continue to be paused for a further three months.**
- No interest will be charged during the fourth Mortgage Payment Break.
- 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 four COVID-19 Mortgage Payment Break(s).
- Your home loan repayments recommence after the fourth Mortgage Payment Break 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.
- Your local authority will contact you during the fourth Mortgage Payment Break to discuss whether alternative payment arrangements may be necessary when the fourth Mortgage Payment Break ends.
- **For those borrowers who pay Mortgage Protection Insurance (MPI) as part of their monthly payment to their local authority, you will be required to pay the MPI premia to your local authority through the fourth Mortgage Payment Break.**

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 [updated January 2021] available from your local authority website.

**To apply a for a fourth Mortgage Payment Break 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 continued 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 – Fourth Mortgage Payment Break.”**

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(s);
- The revised/higher amount of your repayments after the Mortgage Payment Break(s);
- Confirmation of your home loan term/maturity date;
- Indicative saving (based on full repayment as demanded by your local authority);
- Declaration and Acceptance Form, which includes a commitment to meet with the local authority during the fourth Mortgage Payment Break to discuss and assess your financial situation.

To proceed with the fourth 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, **subject to HSE COVID-19 guidelines– 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.