

## HAP ELIGIBILITY ASSESSMENT

Name:

Housing Ref No:

Contact Number:

Date:

Email Address:

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**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

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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:

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**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](http://revenue.ie) (formerly 'P60')
- Payment Statement from the Department of Social Protection stating all Social Welfare payments from past 12 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 & Copy of Tenancy Agreement showing monthly rent amount for current Tenancy.**

**HPL1 Consent Form** - for **each** household member who has turned 18 This allows us to request this information from Revenue on your behalf.

**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