

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

**New changes to the Scheme were introduced on 1<sup>st</sup> February 2022;**

- **the income limit has been reduced to €12,500.**
- **in the case of a joint application, the number of years both tenants must be in receipt of Social Housing Support has been increased from one year to ten years.**

Please ensure you read the following before completing the application form. If you have any queries or need assistance completing the form, please contact us at 205 4717 or 205 4845 or by email to [tenantpurchase@dlrcoco.ie](mailto:tenantpurchase@dlrcoco.ie)

***The application form must be completed in full and include all relevant documents. Incomplete application forms will be returned.***

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(s)
3. For PAYE workers a P21 from the Revenue Commissioners for the previous year and a minimum of 4 out of last 6 payslips.

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. 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 ([allocations@dlrcoco.ie](mailto:allocations@dlrcoco.ie)) to discuss and update your Tenancy Agreement under the Allocations Scheme, before you apply under Tenant Purchase Scheme.

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/Local Authority Home Loan.
5. 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.
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.**

DLR DATE STAMP

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

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

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

**What form of Social Housing Supports are you in receipt of?**

Social Housing	HAP	Approved Housing Body	RAS
From: To: Address:	From: To: Address:	From: To: Address:	From: To: Address:

	<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:		
Contact Number:		
Email Address:		
Civil Status:		
Income Source(s)		
Gross Annual Income:		

Other residents in the household

Name	Date of Birth	Relationship to Tenant	PPS No.	Income Source	Gross Annual Income

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

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

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**Previous Tenancy:**

Address of previous Tenancy of any LA dwellings and/or HAP/AHB/RAS Tenancy.

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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:

Local Authority Home Loan:  Other:

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

\*Provide details & attach evidence of adequate savings and approval in principle.

**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: \_\_\_\_\_

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**Important Information for the attention of the Applicant/s**

**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 name(s) of the tenant(s).

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: \_\_\_\_\_

## **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; See below for Income disregarded.

### **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.

## **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) JobBridge, the National Internship Scheme;
- (k) Domiciliary Care Allowance;
- (l) Tús (Community Work Placement Initiative);
- (m) Back to Education Allowance;
- (n) Gateway (Local Authority Activation Scheme);
- (o) Rural Social Scheme;
- (p) Community Employment Programme;
- (q) Fostering Allowance;
- (r) Blind Welfare Allowance;
- (s) Back to Work Family Dividend
- (t) Boarding-Out Payments;
- (u) Student grants and scholarship schemes;
- (v) Home Tuition Scheme;
- (w) Youthreach training allowance;
- (x) Payments by charitable organisations, one of the functions of which is to assist persons in need by making grants of money to them;
- (y) Payments made by another EU Member State that correspond to Child Benefit;
- (z) Rehabilitation training allowances.

**PLEASE NOTE THAT CERTAIN DWELLINGS ARE NOT FOR SALE UNDER THE 2016 INCREMENTAL TENANT PURCHASE SCHEME**

**Classification of properties NOT for sale under**

1. Apartments, flats, maisonettes and duplexes
2. Houses specially designed for older persons
3. Houses provided for people with disabilities making the transition from congregated settings to community-based living under the Nation De-institutionalisation Programme.
4. Group traveller housing
5. Caravans, mobile homes or other homes that can be moved
6. Houses in a private development transferred to the local authority by the developer (Part V dwellings)
7. One bed property
8. Housing units of three or more bedrooms that are subject to under-occupancy except where the eligible tenant purchaser has been a tenant for a minimum of five years in the property.
9. Dwellings provided, or majorly adapted for the specific needs of a disabled person who is no longer resident in the house, but a family member with at least five years residency in the house, may apply to buy, provided they have first secured the tenancy under the adopted Allocations Scheme.
10. Housing acquired under the Social Housing Strategy
11. Other properties may be excluded on grounds of special/historic interest or for reasons of proper estate management.

## 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 Transfer/Draft or Postal Order