

APPLICATION FOR SOCIAL HOUSING SUPPORT

CHECKLIST FOR APPLICANTS

Applicants are strongly advised to submit their applications in person at this office as posted applications are frequently not completed correctly and have to be returned.

Please ensure that your application includes the following original documentation [an official translation into Irish or English is required, where appropriate]:

Fully completed application form [including signed declarations]	<input type="checkbox"/>
Photographic identification [current passport or Irish driving licence]	<input type="checkbox"/>
Passport size photograph for Main/Joint Applicants	<input type="checkbox"/>
Birth certificates for all household members	<input type="checkbox"/>
PPS Numbers for all household members	<input type="checkbox"/>
Marriage certificates for all applicants, where applicable	<input type="checkbox"/>
Proof of current address [utility bill, lease or rental statement] – for both spouse/partner, where applicable	<input type="checkbox"/>
Copy of Rent Book/Lease for property you are currently residing in	<input type="checkbox"/>
Proof of citizenship or leave to remain in Ireland	<input type="checkbox"/>
[Where applicable, evidence of having a Stamp 4 Immigration Stamp Endorsement on a passport for a period of 5 years should be provided.]	
Evidence of income [please arrange to have the attached Certificate of Income completed]	<input type="checkbox"/>
<i>Employed</i>	
- an up-to-date P60 and/or a minimum of 4 out of the last 6 payslips	<input type="checkbox"/>
<i>Self-Employed</i>	
- (i) a minimum of 2 years accounts with an Auditor's Report, or	<input type="checkbox"/>
- (ii) an Auditor's Report along with an up-to-date tax balancing statement and preliminary tax receipt	<input type="checkbox"/>
<i>Social Welfare Income</i>	
- A recent statement from the Department of Social Protection of all social insurance benefits and social assistance payments, allowances and pensions that household members are receiving	<input type="checkbox"/>
Copy of separation/divorce agreement for both applicants, where applicable	<input type="checkbox"/>
[The agreement must identify	
▪ The extent of maintenance being received or paid by the applicant	
▪ The circumstances under which the maintenance payments can cease	
▪ That no onerous conditions exist]	
If there is no agreement, a letter from the applicant's solicitor must be included with the application	<input type="checkbox"/>
[The letter should confirm	
▪ That there is no formal separation agreement	
▪ That there are no court proceedings pending under the family law legislation	
▪ The position in relation to maintenance and other payments]	
If you pay or receive maintenance, evidence of payments for previous 12 months, without interruption	<input type="checkbox"/>
HPL1 form from the Revenue Commissioners	<input type="checkbox"/>
If you or any member of your household previously owned land/property, documentation/affidavit should be provided as to how the proceeds from the sale of the land/property were disposed of	<input type="checkbox"/>
If you are not resident in the local authority area where you are seeking housing support, please provide evidence of your local connection with that area	<input type="checkbox"/>

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CHECKLIST FOR APPLICANTS [Continued]

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If you or any member of your household was previously a local authority tenant, please provide a letter from the local authority where you or the household member resided setting out details in relation to the previous tenancy. This letter should include term of tenancy, reason for leaving, arrears, etc.

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If you wish to apply for a single rural house or demountable dwelling, please include necessary accompanying documentation

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If applying for support on the basis of medical grounds, please enclose

- Consultant's certificate specifying the nature of the medical condition or disability and noting whether the condition is degenerative
- Occupational therapist's report in respect of any specific accommodation requirements

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If you are presently in accommodation and are seeking housing on the basis of involuntary sharing or overcrowding are required to provide details of all persons in the accommodation.

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Basis of Application to Westmeath County Council (See Part 8)

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