

Tenant (Incremental) Purchase Scheme 2016

Application Form



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Dublin City Council
Loans, Sales & Consents Section
Block 2, Floor 2
Civic Offices
Dublin 8

Tel: (01) 222 5449

Section 1 – Property Details

Rent Account Number:

Address of Property:

For Office Use

Section 2 – Applicant Details

Tenant

Joint Tenant

Name

PPS
Number

Phone
Number

Email
Address

Employed
(PAYE)

Employed
(PAYE)

Income
Sources

Self Employed

Self Employed

If other please specify

If other please specify

Gross
Annual
Income

Section 3 – Tenant’s Spouse/Civil Partner/Co-habitant Resident in the House (if not a joint tenant)

Name

PPS Number

Relationship to Tenant

Wife/Husband

Civil Partner

Co-habitant

Income Source(s)*

Employed (PAYE)

Self Employed

Unemployed

Other

Gross Annual Income

Section 4 – Previous Schemes & Funding

Have you previously purchased a house under a tenant purchase or incremental purchase scheme?

Yes

No

What is the intended source of funding for the purchase money?

Own Resources*

Private Mortgage

Local Authority Loan

*No cash payment will be accepted

Section 5 – Convictions & Court Orders

In the 5 year period prior to the date of this application has any member of the household been convicted of an offence under the sections of the Criminal Justice (Public Order) Act 1994 outlined in Appendix 3?

Yes

No

In the 5 year period prior to the date of this application has any member of the household been the subject of Court Orders under the statutory provisions outlined in Appendix 4?

Yes

No

Section 6 – Declaration & Signature

Dublin City Council will use the data which you have supplied to assess and administer your application. Data may be shared and verified with other public bodies for the purpose of detection or prevention of fraud. Dublin City Council may, in conjunction with the Department of Environment, Community & Local Government, process this data for research purposes.

Where requested by Dublin City Council, additional information must be provided by the applicant(s) within 4 weeks. All correspondence between Dublin City Council and the applicant(s) is without prejudice and subject to any transfer order.

I/We hereby apply to Dublin City Council to purchase the above property under the terms of the 2016 Tenant (Incremental) Purchase Scheme.

I/We accept that 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 house after sale is the responsibility of the purchaser.

I/We accept that unless otherwise instructed, Dublin City Council will upon completion of the purchase, arrange to have the property vested in the joint names of the tenant and his/her spouse/partner.

I/We declare that the information and particulars given by me/us on the application are true and correct.

I/We authorise the housing authority to make whatever enquiries it considers necessary to verify the details of this application.

I/We am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

Signed

Tenant

Joint Tenant

Date

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 your household.
- Have attached evidence of income/supporting documentation as detailed in Appendix 1 attached.
- Have signed the declaration
- Have included the €150 application fee*

Contact Information

To submit your application please telephone or email this office to arrange an appointment.

Email: tenant.purchase@dublincity.ie

Phone: (01) 222 2485 or (01) 222 2055 or (01) 222 5239

Please note completed application forms with supporting documentation must be submitted in person

Disclaimer: This application form is furnished for information purposes only and is not intended to create a legal relationship or constitute a contract, an offer or agreement, and is not intended to give rise to any expectation or entitlement or confirm or indicate an eligibility for inclusion in this or any Tenant Purchase Scheme. This application form does not constitute an acknowledgement by Dublin City Council of a tenancy in any premises in respect of which no tenancy exists or in respect of which a Notice to Quit/Demand for Possession/Tenancy Warning has been served or in respect of which an order for possession or a possession order has been made or in respect of any unauthorised or unlawful occupier and is written without prejudice to any existing legal proceedings. Please note that nothing in this letter and/or in the process to which it refers shall operate to confer rights on you or any other any unauthorised or unlawful occupier or affect the validity of any Notice to Quit/Demand for Possession/Tenancy Warning or any order for possession or a possession order made in respect of the premises or in any way effect or be a waiver of the right of Dublin City Council to recover possession of the premises

Appendix 1 - Supporting Documentation to Accompany Your Application

The following documentary evidence, verifying the different types of reckonable income, must be submitted.

- **Employee Income:**

one or both of Form P60 and payslips for each employment 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 or such documentation that satisfies the housing authority as to the nature and amount of income involved;

- **Payments made by the Department of Social Protection:**

Documents issued by that Department detailing payments made;

Income from social welfare payments (including pensions) by the Department of Social Protection, will only be reckonable where these payments constitute a secondary source of income, i.e. a social welfare payment to a tenant in receipt of income from employment is reckonable income, as is a social welfare payment to the spouse, civil partner or cohabitant of a tenant in employment, whether or not that payment is in addition to employment income of that spouse, civil partner or cohabitant;

- **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

- **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) Living Alone (Pension) Allowance
- k) Age 80 (Pension) Allowance
- l) JobBridge, the National Internship Scheme
- m) Domiciliary Care Allowance
- n) Tús (Community Work Placement Initiative)
- o) Back to Education Allowance
- p) Gateway (Local Authority Activation Scheme)
- q) Rural Social Scheme
- r) Community Employment Programme
- s) Fostering Allowance
- t) Blind Welfare Allowance
- u) Back to Work Family Dividend
- v) Boarding-Out Payments
- w) Student grants and scholarship schemes
- x) Home Tuition Scheme
- y) Youthreach training allowance
- z) Payments by charitable organisations, one of the functions of which is to assist persons in need by making grants of money to them
- aa) Payments made by another EU Member State that correspond to Child Benefit
- bb) Rehabilitation training allowances

Appendix 3 – Applicable offences under the Criminal Justice (Public Order) Act 1994

- Section 5: Disorderly conduct in a public place
- Section 6: Threatening, abusive or insulting behaviour in a public place
- Section 7: Distribution or display in a public place of material which is threatening, abusive, insulting or obscene
- Section 14: Riot
- Section 15: Violent Disorder
- Section 19: Assault or obstruction of a peace officer or emergency services personnel

Appendix 4 – Applicable statutory provisions

- Sections 3, 3A or 4 Housing (Miscellaneous Provisions) Act 1997: Subject of an excluding order or interim excluding order
- Section 257D of the Children Act 2001 (no. 24 of 2001): Subject of a behaviour order
- Section 115 of the Criminal Justice Act 2006 (No. 26 of 2006): Subject of a civil order