APPLICATION TO BE INCLUDED ON A HOUSING APPLICATION

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

**You must supply the relevant supporting documentation so that your application can be processed quickly. Please use the checklist provided to make sure you have supplied everything, which will be needed to consider your application.**

**Copy of Marriage Cert (if applicable)**

Irish applicants - Copy of Birth Cert with either a copy of Passport or Driving License

**EEA applicants – Copy of Passport or National I.D. Card with evidence that**

1) you are in employment/self-employed in the State; or

2) where you are not currently working/employed it is because -

• you are temporarily unable to work because of illness/accident;

• you are recorded as involuntarily unemployed after having been employed for longer than a year, and you have been registered as a job-seeker with Department of Social Protection and FAS.

**Non- EEA applicants - Evidence of**

* Refugee/Programme Refugee/Subsidiary Protection declaration from Dept of Justice **OR**
* 5 year reckonable residence with current valid stamp on a combination of a Stamp 1, Stamp 3, Stamp 4 or Stamp 5 within the last 8 years **OR**
* Any length of reckonable residence with current valid stamp extending to permit 5 years residence - on a combination of a Stamp 1, Stamp 3, or Stamp 4 within last 5 years **OR**
* Stamp 4 granted on the basis that you are the parent of an Irish Citizen child, with verification from Dept of Justice, you live with that child in Ireland and you still hold that Stamp 4

**Proof of address for both applicants**

**Proof of income for both applicants**

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| --- |
| • *Employed* |
| - an up-to-date P60 and/or a minimum of 4 out of the last 6 payslips |

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| • *Self-Employed* |
| - (i) a minimum of 2 years accounts with an Auditor’s Report, or |
| - (ii) an Auditor’s Report along with an up-to-date tax balancing statement and preliminary tax receipt |

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| • *Social Welfare Income* |
| - 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 |

**PPS number for the person to be added**

**Signatures on the form where specified – please note we require the signature of the existing Housing applicant also.**

**Be sure to have the Tax office complete the attached form completed and stamped (Tax Office- Cathedral Street, off O’Connell Street, Dublin 1).**

**Please note it is necessary for both applicants to submit up-to-date income details and proof of address also.**

**Housing Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Previous Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Telephone Number (H) \_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PPS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gross Weekly Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nationality (If non EU please supply Green Card Stamp 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever owned any house or property? Yes \_\_\_\_\_\_ No \_\_\_\_**

# If Yes, Please Give Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been a Council Tenant/squatter? Yes \_\_\_\_\_\_ No \_\_\_\_**

**If Yes, Please Give Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I hereby declare that the above information given by me is correct to the best of my knowledge.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**This part to be completed by the Existing Housing Applicant**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to have the above named included on my application for housing**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### Dublin City Council

**Housing and Residential Services**

**Civic Offices**

**Block 2, Floor 1**

**Fishamble Street**

**Dublin 8**

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| **IMPORTANT**  THIS FORM MUST BE COMPLETED BY YOU AND CERTIFIED BY THE INSPECTOR OF TAXES |

A

**1. Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### To Be Completed by

#### Applicant 2. Present Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Previous Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if any)**

1. **Income Tax Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

B

#### TO BE COMPLETED BY THE INSPECTOR OF TAXES

I hereby certify, in accordance with my records, to the best of my knowledge, that the above named person has not previously claimed income tax relief in respect of interest paid on money borrowed to purchase/build a dwelling.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_