

## Choice Based Letting

### Procedure and Application Form

1. THE FINGLAS AREA OFFICE WILL BE ALLOCATING THE FOLLOWING **3 BED** HOUSE UNDER THE CHOICE BASED LETTING SCHEME- **63 Berryfield Road, Finglas, Dublin 11.**



Dublin City Council is inviting applicants from our waiting lists who have selected Area E as their area of preference to express an interest in the above dwelling. It is strongly recommended that you familiarise yourself with this dwelling/location before applying. This property consists of 3 bedrooms, kitchen, bathroom and sitting room, front and rear garden. **Furnishings and white goods are not provided.**

2. **All Applicants must be listed for Area E. Only applicants whose requirements are for 3 bedroom accommodation can apply.**
3. Applicants are invited to register their interest with Dublin City Council. Properties that become available for re-let in this area will be advertised in the Finglas Civic Offices, Mellows Road, Dublin 11, or Housing Allocations, Civic Offices, Fishamble Street, Dublin 8 and the Dublin City Council web site, <https://www.dublincity.ie/residential/housing/i-am-looking-home/choice-based-lettings>
4. **Start date of CBL advertisement is Friday 19<sup>th</sup> April 2024 to 10<sup>th</sup> May 2024**
5. This application form must be returned to the centre of your choice mentioned in section 2 above or complete online application through the link on Dublin City Councils website
6. If a number of applicants express an interest in the same property, the final offer will be made to the applicant with the highest position on the list. This will be subject to Estate Management clearance. As the final offer is made to the applicant in the highest position there is no supporting documentation required as only position on your waiting list is considered.

7. All Applications will be examined on estate management grounds including rent arrears.
8. A successful applicant who refuses a Choice Based Letting will not be eligible for consideration for another Choice Based Letting Unit for a period of one year.
9. Under the choice based letting scheme only the successful candidates will be notified.
10. If you need Further information regarding the choice based letting scheme, please contact  
Tel. 01 2225400
11. Please Note Late Applications Will Not Be Considered.
12. As per your Social Housing Application form, Dublin City Council will process your Choice Based Letting application in line with GDPR Guidelines. Please see Dublin City Council Privacy Statement on Dublin City Council website.

**Application Form**

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

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

**Family Size** \_\_\_\_\_

**Housing Ref. No.** \_\_\_\_\_

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

**Telephone/ Mobile Number** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Did you read and understand the procedures above**    **Yes** \_\_\_\_\_    **No** \_\_\_\_\_

**Signature** \_\_\_\_\_