

DUBLIN CITY COUNCIL
HOUSING, & RESIDENTIAL SERVICES

Sales Scheme
Information Brochure & Application Form



December 2010

What is the Tenant Purchase Scheme?

The Tenant Purchase Scheme (Sales Scheme) was introduced to enable Local Authority Tenants to purchase their homes at a reduced price. The present Sales Scheme was incorporated into legislation in 1995 and amended the previous 1993 Scheme.

Who is eligible to apply to purchase?

You must currently be a tenant of Dublin City Council and have been a Local Authority tenant for a minimum period of twelve months before you can apply to the Council to purchase your home.

You do not have to be living in your present accommodation for twelve months before you can apply to purchase, you only need to have been a Dublin City Council or other Local Authority tenant for a combined minimum period of twelve months.

Is there an application fee?

There is an application fee of €50.00 per application. Cheques/bank drafts should be made payable to Dublin City Council and included with your application form.

How is the purchase price determined?

The price of the house will be its market value, as determined by the Valuer's Office of Dublin City Council, in its existing state of repair and condition, less tenancy discount etc. (see below). Any increase in the market value due to improvements you have made at your own expense will be deducted from the market value prior to calculating the purchase price.

Please note that the purchase price is valid for a period of six months from the date of issue. You cannot re-apply until it has expired.

What discounts are available?

You will be allowed a discount of 3% of the market value of the house for each year of tenancy (up to a maximum of 10 years or 30%) in a Dublin City Council or other Local Authority dwelling, plus a grant of €3,810.00. With 10 years tenancy you would qualify for a discount of €82,500.00 on a house valued at €275,000.00. The purchase price of your house would therefore be €188,690.00.

Can I contest Dublin City Council's valuation?

Yes, but you must submit a "letter of appeal" to the Sales Section in addition to an independent Valuer's report to support your claim. The Valuer's Office of Dublin City Council will re-examine your application and you will be notified of its decision.

If you wish to contest the valuation on the grounds that there may be structural damage to the property, it will be necessary to confirm this in a letter to the Sales Section. You must also provide a report from a Quantity Surveyor or an Architect detailing the nature and extent of the damage. The City Architect's Department will be notified of your appeal and will inspect your home to determine the nature of the damage. The cost of repairing the structural damage, if any, will be determined and will be deducted from the market value of the property and you will be informed of the new price in due course. If you are still not happy with the result of the appeal the matter can be referred to an independent Arbitrator.

How is the purchase financed?

The purchase price will be payable in full at the point of sale and the tenant, as purchaser; will be responsible for raising the necessary finance. The sale is completed in the Law Department of Dublin City Council by way of a Transfer Order.

If you need to get a mortgage loan, as most purchasers will, you have the choice of applying to a bank, a building society or to Dublin City Council. It will be necessary to stipulate the intended source of the loan on your "Acceptance of Price Form" (The form is attached to the letter notifying you of your sale price). If you wish to avail of a mortgage loan from Dublin City Council you will be required to complete an application form and provide evidence of income etc. in order to assess your eligibility. If you wish to finance the purchase through a bank/building society you will be required to provide a copy of your "letter of loan approval". If you wish to purchase the house outright by means of a cash purchase, it will be necessary to stipulate this on your "Acceptance of Price Form" and you will be required to provide documentary evidence of the source of this cash. The sale cannot proceed until these requirements have been met.

All purchasers must have an up to date rent assessment prior to finalising the purchase. When the Sales Section has received clearance from the Rent Assessment Section that your rent assessment is up to date, the Transfer Order will be sealed and an appointment for closing the sale will be arranged. A "Rent Clearance Certificate" from the Rent Accounts Section of Dublin City Council must be produced on the date you sign the Transfer Order for the purchase of your homes.

How do I apply to Dublin City Council for a mortgage loan?

Tenants who wish to apply for a mortgage with Dublin City Council to purchase their home under the Tenant Purchase Scheme will have to complete an application form and return it in person to the House Purchase Loan Section together with all the relevant documentation. Please note that the principal earner must be in continuous permanent employment for at least two years at the time of application for it to be considered.

Under the House Purchase Loan the maximum loan term available is 30 years depending upon the age of the principal earner. The interest rate (including mortgage protection) charged is variable and therefore may increase/decrease during the course of the loan.

A House Purchase Loan with a fixed rate of interest (including mortgage protection) fixed for 5 years is also available. The maximum loan term available is 30 years depending upon the age of the principal earner.

Repayment of your mortgage loan will be by Direct Debit through your bank.

Are any other costs involved in the purchase?

No stamp duty is payable on the sale of the house. In the case of a Dublin City Council loan we will bear the legal costs associated with the actual sale of the house to you. However, the administration costs (€300.00) associated with a Dublin City Council mortgage loan will have to be borne by you. This fee is payable on the day of closing the sale.

Are any houses excluded from sale?

In general, all houses are included in the Sales Scheme with the exception of Senior Citizens' dwellings, maisonettes, duplexes and all flats/apartments. Dublin City Council may, at its discretion, exclude houses or reasons of good Estate Management, because of their structural condition or if it has proposals to carry out remedial works to them.

Does Dublin City Council have to put the house into good structural condition?

No. The purchase price of your home will reflect its existing state of repair and condition at the time of application. Dublin City Council is therefore, under no obligation to put any house being purchased into good structural condition prior to the sale. No warranty by Dublin City Council shall apply or, be deemed to be implied, as to the state of repair and condition, or the fitness for human habitation of any house sold under the Sales Scheme

Who is responsible for maintenance after purchase?

Like all homeowners, you will be fully responsible for the upkeep and maintenance of the house from the date you sign the Transfer Order with Dublin City Council. You are recommended to seek independent architectural

advice on your house and to ensure that you are satisfied as to its condition prior to finalising the purchase.

Do I need household insurance?

The mortgage loan will be secured on the title deeds of your home. Therefore structural insurance (inclusive of fire and flood) will be required by applicants taking out a Dublin City Council Mortgage.

Are there restrictions on the use/resale of the house?

Yes. The house must, unless Dublin City Council otherwise allows, be occupied as a normal place of residence by the purchaser, his/her family or successor in title. If you wish to sell the house within a period of 20 years from the date of purchase or before you have acquired full ownership, you will require the consent of the Council. Evidence of your having alternative accommodation will be required by the Council prior to granting consent.

Where can I get further information?

For further information contact the Tenant Purchase Sales Scheme, Block 1, Floor 1, Civic Offices, Wood Quay, Dublin 8. Telephone 2222211.

**PLEASE NOTE THAT THE CURRENT SALES SCHEME
WILL EXPIRE IN JUNE 2012.**

Updated July 2010

**Tenant Purchase Sales Section
Floor 1
Block 1
Civic Offices
Wood Quay
Dublin 8.**

**An Rannóg Cíosanna agus Ceannaigh ag Tionontai
Urlár 1
Bloc 1
Oifigí na Catharach
An Ché Adhmaid
Baile Átha Cliath 8**

Telephone 2222211

F. 222 2693

Web Site: www.dublincity.ie

Cuirfear fáilte roimh chomhfhreagras I nGaeilge.

Office Hours: 9.30 a.m. to 4.00 p.m.

DUBLIN CITY COUNCIL

APPLICATION FORM FOR SALES SCHEME FOR LOCAL AUTHORITY DWELLINGS
(1995)

Please complete the application form below and return it along with cheque/bank draft for €50.00 payable to Dublin City Council to Tenant Purchase Section (Sales), Block 1, Floor 1, Civic Offices, Wood Quay, Dublin 8.

Address: _____

Telephone No. (If any): _____

	Applicant (A)	Applicant (B)
Name(s) of Tenant(s):	_____	_____
Date(s) of Birth:	_____	_____

	Principal Earner	Spouse/Other
Gross weekly income :	€ _____	€ _____
Net weekly income	€ _____	€ _____

Employers name or Source of Income _____

Names of all persons living in the house and relationship to Tenant(s):

Name	Relationship
_____	_____
_____	_____
_____	_____

Address of all Council Tenancies including above held by Self and or Spouse

_____ from _____ to _____
_____ from _____ to _____

I /We _____ Tenant(s) of _____

Wish to purchase above dwelling in accordance with the terms and conditions of the Tenant Purchase Scheme for Local Authority Dwellings (1995). I /We clearly understand that no warranty by Dublin City Council shall apply or be deemed to be implied as to the state of repair or condition or the fitness for human habitation of the above dwelling and that I /We will be responsible for all repairs and maintenance upon completion of sale. I/We/ do/do not (delete as appropriate) have any current loans from Dublin City Council.

A. Signed _____ Date _____

B. Signed _____ Date _____