*Long Term Leasing – Submission*

*Contact Details of Landlord*

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

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

Telephone: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord PPS No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you resident in Ireland? Yes No

(For non resident landlords, 20% tax will have to be deducted from your monthly rent and be paid to the Revenue Commissioners on your behalf.)

Are you the sole owner of the property? Yes No

If NO please give name and PPS of Co-Owner

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

Landlord PPS No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Property Details*

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

**Description:**  House Bungalow Dormer Apartment

Apartment: Ground Floor Apartment 1st Floor or Above Detached

Semi Detached End Terrace Mid Terrace Front Garden Back Garden

No. of Bedrooms \_\_\_\_\_\_\_\_ No. of Bathrooms \_\_\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_\_\_ Utility room \_\_\_\_\_\_\_\_

Dining Room \_\_\_\_\_\_\_\_ Living Room \_\_\_\_\_\_\_\_ Type of Heating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garage \_\_\_\_\_\_\_\_ Garden Shed \_\_\_\_\_\_\_\_ Parking Spaces \_\_\_\_\_\_\_\_ Lift Access \_\_\_\_\_\_\_\_\_\_\_\_\_

### How much Rent do you charge per Calendar Month? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Floor Area (m2) \_\_\_\_\_\_\_\_\_

## What date is the property available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please note that the property must be vacant before the lease is signed.)

Is your property built above a Commercial Unit? **Yes No**

Term of Lease required: 10 Years 15 Years 20 Years 25 Years

What is the property BER Rating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Building Energy Rating)

|  |
| --- |
| Any other relevant information? |
|  |

* **Please note the property must be furnished**
* **Please note the property must comply with the Housing (Standards for Rented Houses) Regulations 2008 and the Housing (Standards for Rented Houses) (Amendment) Regulations 2009 and Dublin City Council requirements before the property is accepted onto the Scheme.**
* **An inspector will make contact with the owner within two weeks to organise a viewing of the property.**
* **Please note that Dublin City Council is not liable for any costs incurred in the upgrading of the property or any costs in relation to the sourcing of the documents listed on the previous page**
* **The owner will need to engage the services of a solicitor in order to complete the leasing process**

*Documents required to be submitted – after property passes a Dublin City Council Clerk of Works inspection*

1. Copy of **Tax Clearance Certificate**, for all owners - (for further information check [www.revenue.ie](http://www.revenue.ie) )
2. Copy of the **current** **insurance certificate** for the property
3. Proof of payment for **Annual Management Fees** – if property is an apartment
4. Copy of **BER Certificate** (Building Energy Rating Certificate) - (for further information check [www.seai.ie](http://www.seai.ie))
5. **Proof of ownership** of the property – this will be requested by Dublin City Council’s solicitor.
6. **BER Certificate** and Advisory Report to Council requirement.
7. Details of the **Solicitor** acting on your behalf, e.g. Name, Address, Tel. No., Email Address, etc.
8. Copy of **Annual Service Charge Receipt** (where applicable).
9. Confirmation that all utilities, Local Property Tax (LPT) Non Principal Private Residence (NPPR), and other **household charges are paid** up to date.
10. Copy of the **House Rules** (where a Management Company is in existence).