

Based Letting –
Procedure and Application Form

- 1. THE FINGLAS AREA OFFICE WILL BE ALLOCATING THE FOLLOWING **1 BED** UNDER THE CHOICE BASED LETTING SCHEME MELLOWES COURT, FINGLAS, DUBLIN 11**



Dublin City Council is inviting applicants from all 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 a sitting room, bedroom, kitchen, and bathroom. The unit on offer is fully refurbished. **Furnishings and Floor Coverings and white goods are not provided.**

2. All Applicants Must be listed for Area E. Do not apply if you do not have Area E as a preference. **Only applicants whose requirements are for Senior Citizen 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 19th September 2025 End date 10th October 2025**
5. This application form must be returned to the centre of your choice mentioned in section 3 above or email completed application to CBLfinglas@dublincity.ie

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. 012225400
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 _____

Housing Ref. No. _____

PPS Number _____

Your Telephone/ Mobile Number _____

Email address _____

Did you read and understand the procedures above **Yes** _____ **No** _____