



DOCUMENTATION CHECKLIST

Document	Accepted Types of Documents	
Photographic Identification (Must be in date and be clearly visible)	<p><i>Must provide <u>one</u> of the following documents per applicant:</i></p> <ul style="list-style-type: none"> ➤ Passport/Passport Card ➤ Public Service Card (both sides) ➤ EU/EEA driving licence – this must contain a photograph ➤ Current EU National Identity Card 	
Proof of Address (Must be dated within the last 3 months)	<p><i>Must provide <u>one</u> of the following documents per applicant:</i></p> <ul style="list-style-type: none"> ➤ Utility Bill (where a first bill is provided for a utility bill, a second form of address verification is required) ➤ Correspondence from a Regulated Financial Institution operating in Republic of Ireland e.g. Bank, Credit Union, Building Society, Insurance Company ➤ Correspondence from a Government Department/Body 	
Proof of PPSN	<p><i>Must provide <u>one</u> of the following documents per applicant:</i></p> <ul style="list-style-type: none"> ➤ Official documentation from Revenue showing your name and PPSN (Statement of Liability, Employment Details Summary etc.); ➤ Letter from Dept. of Employment Affairs and Social Protection addressed to you showing your name and PPSN; ➤ Payslip; ➤ Current Medical Card; ➤ Current Drug Payment Scheme Card. 	
Proof of Right to Reside in Ireland for Non-EU/EEA/UK Nationals	<p><i>Must provide evidence for the below per applicant, where relevant:</i></p> <ul style="list-style-type: none"> ➤ For non-EU applicants, a current valid Irish Residence Permit, indicating stamp/permission type (Stamp 1, 4, 5, 1G etc) ➤ Current valid UK, EEA or Swiss Passport 	
PAYE Employees	<p><i>Must provide ALL of the following documents per applicant (where relevant):</i></p> <ul style="list-style-type: none"> ➤ Salary Certificate dated within 6 months from your employer (sample form available at end of checklist); ➤ Employment Details Summary. 	
Self Employed	<p><i>Must provide ALL of the following per applicant where relevant:</i></p> <ul style="list-style-type: none"> ➤ Audited/Certified accounts for the previous 2 years; ➤ Projected Income for the coming 12 months; ➤ Tax payment receipt 	

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Not Employed but in receipt of other income	<p><i>Must provide ALL of the following per applicant where relevant</i></p> <ul style="list-style-type: none"> ➤ Documentary evidence of all social insurance and social assistance payments, allowances, and pensions being received by members of the household for previous 12 months 	
Additional Sources of Income	<p><i>Must provide evidence of income received over the previous 12 months for any of the below sources of income:</i></p> <ul style="list-style-type: none"> ➤ Maintenance Payments received; ➤ Income from rental properties, dividends, capital investments, and other similar sources of income; ➤ Occupational and social welfare pensions, from whatever source, including from sources abroad ➤ All income from social insurance and social assistance payments, allowances and benefits, including Working Family Payment. 	
Financial Statements <i>Evidence required to show proof of ability to fund the purchase</i>	<ul style="list-style-type: none"> ➤ Most recent statements for all accounts dated within the last 3 months (per applicant). 	
Mortgage Approval In Principle	<ul style="list-style-type: none"> ➤ Letter from Mortgage Provider/Broker/Local Authority Home Loan confirming maximum mortgage capacity approved for in principle. 	
Fresh Start Principle <i>(where applicable)</i>	<p><i>Documentation required below dependent on individual's circumstance:</i></p> <ul style="list-style-type: none"> ➤ Court decree/ solicitors letter confirming the applicant is divorced/separated or otherwise, and have left the property, AND divested themselves of their interest in the property. Details of maintenance arrangement where applicable; ➤ Where the applicant has been divested of the property through insolvency or bankruptcy proceedings, proof of the applicant's status on the bankruptcy register is required; ➤ Proof that any property you previously owned/built has been sold, or given as part of a personal insolvency, bankruptcy agreement or other legal insolvency process. A separate assessment of creditworthiness will be conducted. 	

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<p>Applicant who's dwelling is not suited to the current needs of their household, due to its size (where applicable)</p>	<ul style="list-style-type: none"> ➤ Up to date valuation of your current property 	
<p>Evidence of First Time Buyer - Help to Buy (where applicable)</p>	<p>Proof of eligibility and estimated amount from Revenue <u>OR</u> An affidavit stamped by a solicitor confirming main applicant (and joint applicant if a joint application) do not own, and have never owned a property</p>	
<p>30% Residency Rule</p>	<p><i>Please submit any of the below for <u>EACH</u> of the 3 years to verify a continuous period of residency (e.g. Documentation dated 2019, 2020, and 2021).</i></p> <p><i>For joint applicants, only one applicant is required to submit evidence of this.</i></p> <ul style="list-style-type: none"> ➤ Utility bills NOT including mobile phone bills; ➤ Bank statements/credit union statements; ➤ Documents issued by Government Departments showing your address; ➤ Revenue documentation; ➤ Tenancy Agreement. 	

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ACCEPTED BANK STATEMENT FORMAT:

Bank statements must clearly show the applicant's information on each page. Screenshots from mobile apps which are not in this format will not be accepted. Please see below for example of acceptable format:



Current Account

Statement of Account with Allied Irish Banks, p.l.c.

Branch
10 Main Street, Town, County

1 National Sort Code
93-12-34

Account Name
Mr. JOHN SMITH

MR JOHN A SMITH
43 MAIN AVENUE
TOWN
COUNTY

Telephone
01-6123456

2 Account Number
12345-087

Page Number
528

Date of Statement
21 June 2012

3
4
5 IBAN: IE25 AIBK 9312 3412 3450 87 (BIC: AIBKIE2D)
6 Authorised Limit At Date Of Statement €500

Date	Details 6	Debit € 7	Credit € 8	Balance € 9
05 June 2012	BALANCE FORWARD Interest Rate Lending @ 11.85% 10 INTEREST CHARGED (INCL. SURCHARGE-INTEREST 0.00)	0.08		698.58 9
05 June 2012	POS RETAILER NAME ATM SUTTON 06JUNE12 TIME 14.52	40.00 100.00		698.50
	OP/ ESB SUPPLY OP/ BORD GAIS	160.00 200.00		198.50
10 June 2012	TEXT TOP-UP 0861234567 501525 EMPLOYER NAME	20.00 50.00	2,500.00	
15 June 2012	DSFA CB EFT		332.00	2960.50
18 June 2012	*INET TO SAVINGS	2000.00		960.50
	PETER O'BRIEN	1150.00		189.50dr
21 June 2012	CREDIT TRANSFER		100.00	89.50

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ACCEPTED REVENUE DOCUMENTS FORMAT:

Revenue documents must clearly show the applicant's name and PPSN on the same page. Screenshots from mobile browsers which are not in this format will not be accepted. Please see below for example of acceptable format:

In all correspondence please quote:
PPS No:



Business Division - Cork
Revenue House
Blackpool
Cork

Joseph Blogs
Unit 26J,
Cork Airport Business Park,
Cork.

Enquiries: 01 7383612
03 Jan 2020

Employment Detail Summary 2019

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected

Job/pension details	
Employer/pension provider name	ABC Ltd
Employer/pension provider no.	1234567A
Employment ID	EMPID00000
Start Date	23/05/2016
Pay, Income Tax, USC, LPT and PRSI details	
Gross pay	€100,250.00
Pay for Income Tax	€100,250.00
Income Tax paid	€30,000.00
Taxable benefits	€0.00
Pay for USC	€100,250.00
USC paid	€5,500
LPT deducted	€250.00
Employee PRSI paid	€4,000.00
Employer PRSI paid	€50,000.00
PRSI classes	
PRSI class	A1
Number of Insurable weeks	52

DOCUMENTATION CHECKLIST

Salary Certificate – To be completed by first applicant's employer

SALARY CERTIFICATE

Employment Details – to be completed by employer

Name of Employee: _____

Length of service with company: Years: _____ Months: _____

Position held in the company: _____

Exact location of employment: _____

Is employment permanent? Yes: No:

Is employee on probation? Yes: No:

As far as you are aware will he/she continue in your service: Yes: No:

Salary Details (per annum)		Guaranteed		Regular		Irregular	
		Yes	No	Yes	No	Yes	No
Gross basic wage/salary	€						
Overtime	€						
Bonus	€						
Commission	€						
Other Income*	€						
*Please give details of other income							

This section is to be completed by an authorised company official

Signed by: _____

Position: _____

Company Name: _____

Address: _____

Tel. Number: _____

Date: _____

Please authenticate with company stamp
or seal

The information given will be treated in the strictest confidence