

# Dublin City Council

## **Guidelines for Solicitors applying for Consent under Section 90(6) of the Housing Act 1966 from Dublin City Council.**

### **Selling a property subject to consent under Section 90(6) of the Housing Act 1966.**

**Please note that it can take up to 3 weeks from the date of receipt of all the relevant information to process a Consent Application to sell a property.**

1. Please forward a copy of the current Property Registration Authority Folio with any request for consent to sell a property.
2. If there are two names on the PRA Folio and both parties are now deceased we require copies of both death certificates to be submitted.
3. Please ensure that the submitted 1/S and 2/S forms are fully completed by both parties.
4. If the property is to be sold under the Terms of a Will, a copy of the Grant of Probate/Letters of Administration must be forwarded with your application.
5. Please note that if the Sale Price of a property changes Dublin City Council must be informed.

### **Remortgaging a property subject to consent under Section 90(6) of the Housing Act 1966.**

Please note consent is only required for the first remortgage of a property by the same registered owners.

Please forward the following information, along with a copy of the current Property Registration Authority Folio, to enable us to process an application for consent to remortgage a property:

1. The name of your clients Lending Institution.
2. The amount your client is borrowing.
3. The reason your client is remortgaging.

### **Ancillary State Support Scheme.**

If your client is applying for consent under the “Fair Deal Scheme” Dublin City Council require the following information:

1. A copy of the current Property Registration Authority Folio for the property.
2. A copy of the letter from the Health Service Executive requesting Dublin City Council’s consent.
3. If there are two registered owners on the PRA Folio, one of whom is now deceased, we will require a copy of the deceased death certificate.

### **Transferring a property subject to consent under section 90(6) of the Housing Act 1966.**

If a property is to be transferred Dublin City Council requires:

1. A copy of the current PRA Folio for the property.
2. A copy of the client’s marriage certificate, if a husband/wife wishes to transfer the property into joint names.
3. A copy of the relevant Deed of Separation/Court Order if husband/wife are separating/divorcing and the property is to be transferred from joint names to a single name.
4. Confirmation that a son/daughter resides at the property to be transferred and that they have no interest in any other property, if a son/daughter wishes to be added to the Title for a property.

### **Selling a Site/Plot subject to consent under section 90(6) of the Housing Act 1966.**

Please forward the following information along with a copy of the current PRA folio for the property with your application

1. An O.S.I. map of the whole site showing the part to be transferred outlined in red.
2. The sale price of the site.
3. The names and addresses of the purchaser(s).