

# Social Housing Support Application Checklist



Comhairle Contae Lú  
Louth County Council

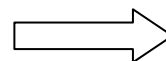
- Fully completed application form. All questions must be answered.
  - Application form is signed and dated.
  - Copy of photo identification for all applicants.
  - Copies of birth certificates for all named on the application (including children).
  - Copy of marriage certificate (if applicable). This is not required if the applicant is separated.
  - Separation documents - copy of separation agreement or, if not legally separated, then a letter from a solicitor, the Legal Aid Board or a sworn affidavit signed and stamped by a solicitor confirming the separation.
  - Proof of address for all applicants - copy of recent correspondence, dated within the last 6 months, addressed to each applicant at your current accommodation.
  - Proof of address for all applicants:
    - If you are renting - copy of the signed tenancy / lease agreement or a signed letter from the landlord confirming the tenancy.
    - If you are residing with your parents - signed letter from one of your parents confirming that you are residing there, the address of the property, the number of bedrooms in the property and who else is residing there.
    - If you are residing with a friend / other relative - signed letter from the friend or relative confirming that you are residing there and the address of the property.
- Telephone numbers for those signing the above letters must be provided.
- Proof of leave to remain in Ireland for all non-EEA applicants - copy of current Irish Residence Permit and, if available, copy of letter from the Department of Justice & Equality.

**NOTE: When adding a joint applicant, updated income details (as outlined below) are required for all who are in receipt of income. However, when adding a joint applicant to an existing HAP recipient, evidence of current income only is required for all who are in receipt of income.**

- Evidence of income from EMPLOYMENT, where applicable, for all named on the application – evidence of the preceding 12 months’ income through a combination of:
  - the previous year’s Statement of Liability; AND
  - the previous year’s Employment Detail Summary; AND
  - the final payslip for the previous year; AND
  - the Pay and Tax Summary for the current year to date; AND
  - the most recent payslip.

The Statement of Liability, Employment Detail Summary and Pay and Tax Summary may be obtained from Revenue’s online service, myAccount, or your local tax office.

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- Evidence of income from SELF EMPLOYMENT, where applicable, for all named on the application – 2 years' accounts with an Auditor's Report AND Notice of Assessment and / or Self Assessment Acknowledgment letter (Form 11) for the preceding 12 months.
- Evidence of income from SOCIAL WELFARE, where applicable, for all named on the application – recent statement from the Department of Social Protection detailing all welfare payments received for the preceding 12 months and noting the period that such payments relate to. This statement may be obtained from the Department of Social Protection's online service, MyWelfare, or your local Department of Social Protection office. If a person named on the application is in receipt of social welfare payments for less than 12 months, where applicable, a Statement of Liability AND Employment Detail Summary AND the final payslip from employment for the preceding year is also required along with the Pay and Tax Summary for the current year to date and the most recent payslip from employment.
- Current property / land ownership (if any applicant currently owns property / land in any country) - solicitor's letter (and English translation if applicable) detailing the location, current status of the property / land and any monies being received in respect of the property / land.
- Previous property / land ownership (if any applicant previously owned property / land in any country) – solicitor's letter (and English translation if applicable) detailing the location, when the applicant disposed of the property / land and how much was received.
- Previous local authority / Approved Housing Body (AHB) tenant (if any applicant was previously a local authority / AHB tenant) - letter from the local authority / AHB setting out the details in relation to the previous tenancy. This letter should include duration of the tenancy, reason for leaving, arrears and any other relevant information. If there are arrears, evidence that a payment plan has been entered into will be required.
- Social housing applicants with another local authority – if any applicant is currently on the social housing waiting list with another local authority, evidence that the application there has been closed.
- Evidence of child access arrangements – legal documentation outlining the overnight access arrangements OR signed letter from the person in receipt of Child Benefit for the child / children confirming the overnight access arrangements (a telephone number for the person signing the letter must be provided).
- Completed HMD Form 1 ONLY if you wish to have your social housing application assessed on medical or disability grounds. This form is available on request from Louth County Council and on the website [www.louthcoco.ie](http://www.louthcoco.ie). If there are any specific accommodation requirements, an Occupational Therapist's report is also required.
- Mortgage to Rent (if you are applying for the Mortgage to Rent scheme) – letter from your lender confirming that the mortgage is unsustainable.
- Mortgage to Rent (if you are applying for the Mortgage to Rent scheme) – completed Mortgage to Rent Application Form available from your lender.

**PLEASE NOTE THAT LOUTH COUNTY COUNCIL MAY REQUEST ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE ASSESSMENT OF YOUR SOCIAL HOUSING APPLICATION**