

A checklist for all applications;

1. Proof of 2 Years Vacancy; please provide one of the following;
 - a. ESB Networks may be able to provide a letter to state that electricity was cut off on X date or never connected.
 - b. The applicant can contact the ESB to get a letter to state there has been low energy usage in the property for X years.
 - c. Electricity bills showing low usage.
 - d. Letter from estate agent on company headed notepaper stating the known dates the property has been unoccupied.
 - e. A sworn solicitors affidavit by the previous owners (if possible) stating that they have not lived in the property for X years.
 - f. Non-liable proof of Local Property Tax, when a Local Property Tax statement shows up as 'Exempt' the property is exempt from paying Local Property Tax.

2. Proof of Ownership; please provide one of the following
 - a. Mortgage statement dated in the last 12 Months
 - b. Property Insurance dated in the last 12 Months
 - c. Solicitors letter stating stage of negotiations
 - d. Land registry folio
 - e. Letter from auctioneer to state interest in purchasing the property

3. Application form should be signed & dated;
 - a. Please Note Page 13 of the application form (Works Category) must reflect the prices of the quotes provided. These need to be exact matches
 - b. Please Note Figures should not be inserted into the headings categories; for example cost should be entered into 4a, 4b, 4c etc. Not into 4.

4. Quotation of Works;
 - a. Quotes provided should be broken down into the different types of proposed works with a detailed description of the work and the cost of the work.
 - b. The quote should match what is on page 13 (Works Category) of the application form.
 - c. Builders will require to be tax compliant within the Republic of Ireland.
 - d. You may provide quotes for Direct Materials for works you are undertaking yourselves.

5. If you are applying for the Dereliction Top Up;
 - a. Evidence confirming that the property is structurally unsound and dangerous from a report prepared by an appropriately qualified professional.

6. If the Property is for Rental Purposes;
 - a. A signed Affidavit confirming that the Grant has not been applied for before for rental purposes.
 - b. A signed declaration of intention to make the property available for rent and a tenancy will be registered with the (RTB) prior to grant breakdown.

7. Proof of Tax Clearance;
8. Proof of Local Property Tax Compliance.

9. Planning Permissions or Exemptions if they apply.