

**Name:**

**Account number:**

**Address:**

**Line 2:**

**Line 3:**

**Date:**

**RE: Rent Assessment – Additional Information Request**

**Dear Tenant/s,**

**Please include details for all household members including children and proof of income where applicable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME**  Print Name | **DATE OF BIRTH**  DD**/**MM**/**YY | **PPS Number** | **WEEKLY INCOME €** | **SOURCE OF INCOME** (Employment, Social Welfare, Pension etc) |
|  | / / |  | € |  |
|  | / / |  | € |  |
|  | / / |  | € |  |
|  | / / |  | € |  |
|  | / / |  | € |  |
|  | / / |  | € |  |
|  | / / |  | € |  |
|  | / / |  | € |  |

**We also require the following additional documentation as indicated below (X)**

|  |  |
| --- | --- |
|  | Documentary evidence to remove   * Lease ● Rent Book ● Bank Statement ● Utility Bill   If documentary evidence is not available, forward a sworn affidavit from a solicitor or a Commissioner of Oath.  **To remove a tenant a Surrender/Partial Surrender must be signed and submitted (Contact Allocations Section regarding surrenders).**  **Please note a person cannot be removed from the rent if they are claiming social welfare from your address.** |
|  | Current Social Welfare details |
|  | Notice of Tax Assessment /Certified Accounts for for tax year  (Tax Clearance Certificate is not accepted) |
|  | If employed, then 2 Current payslips required (includes Part-time employment) |
|  | Statement of Liability (P21), available from Revenue for tax year |
|  | If student aged 18 years or older, and not in receipt of income, a letter from school/college to confirm is in full time education |
|  | A copy of any court ordered maintenance payments |
|  | Documentary evidence of any voluntary maintenance payments |
|  | If 18 years or older, andnot in receipt of any income, forward a letter from Revenue and Social Welfare to confirm this |
|  | Details of any Private /Employment pension(s) for |

It is a breach of your tenancy agreement not to supply income details to the council when your circumstances change. **Please provide details requested above within 14 days or a minimum weekly income of €500 per person per week may be assumed.**

**Please mark all documents for my attention and include your account number. You can post, or alternatively, email all documents to** [**hrent@sdublincoco.ie**](mailto:hrent@sdublincoco.ie) **.**

I /We declare that the information given above is complete and correct and that all residents and all incomes have been declared. I/We attach all relevant documentation.

General Data Protection Regulation (GDPR): Data gathered is necessary for the performance of a task carried out in the exercise of official authority vested in South Dublin County Council in accordance with Article 6(1) of the GDPR. The exercise of official authority is provided for under the Housing Acts 1966 to 2014 and in respect of the information sought here, section 32 of the Housing (Miscellaneous Provisions) Act 2009. Details of the Councils Data Privacy Statement can be located on our website at [personal-data-privacy-statement.pdf (sdcc.ie)](https://www.sdcc.ie/en/services/our-council/access-to-information/data-protection/personal-data-privacy-statement.pdf)

**SIGNATURE OF TENANT: DATE:**

**SIGNATURE OF TENANT 2: DATE:**

**C**

**CONTACT PHONE NUMBER: EMAIL:**