

### Checklist for Applicants

- ☐ Completed application form.
- ☐ Application fee for €150 in the form of a postal order or bank draft only, made payable to South Dublin County Council. **Non refundable.**
- ☐ Statement of Liability (formally P21) and Employment Detail Summary (formally P60) for the previous three tax years. If self-employed, tax returns for the previous three tax years are required. (i.e. figures which you submitted to Revenue). Projected income figures for the current year. A Notice of Assessment will also be required for the previous tax year. **Applicants must have a minimum income of €11,000 per year. Some Social Welfare payments (including pensions) by the Department of Social Protection are acceptable once they are accompanied by income from employment.**
- ☐ Copy of marriage certificate, if applicable.
- ☐ Copy of passport or driver's license
- ☐ In cases where a married couple were tenants of a property **and have since separated** it will be necessary for the party who has left the property to surrender his/her interest in the Tenancy and for the remaining tenant to sign a new Tenancy Agreement. It will also be necessary to submit a Legal Separation Agreement/Deed of Waiver/Decree of Divorce in accordance with Family Home Legislation.
- ☐ HPL2 form, which is included in application, to be completed in respect of all applicants by Department of Social Protection for the previous tax year
- ☐ If you are NOT a citizen of the European Union, you must submit current evidence of entitlement to reside in Ireland (Stamp 4).
- ☐ To facilitate a three-year rent assessment, the following documentation **MUST** be provided:
  - Statement of liability for all applicants and household members (in receipt of income) for previous three years. For example if your application to purchase is being submitted in 2021, a statement of liability must be provided for 2020, 2019 and 2018.
  - Proof of current household income. For example, two current payslips for all household members with an income from any source OR if self-employed, a Tax balancing statement or audited accounts for the applicable three years.
  - If any adult in the household is in full time education, a letter must be provided from school/college to confirm.
  - Statement from Social Welfare for all adults in the household for the applicable three-year period.