

***Rental Accommodation Scheme - Landlord Application Form***

***Contact Details of Landlord***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Landlord PPS No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you resident in Ireland? Yes ⁭ No ⁭**

(For non resident landlords, 20% tax will have to be deducted from your monthly rent and be paid to the Revenue Commissioners on your behalf.)

**Are you the sole owner of the property? Yes ⁭ No ⁭**

**If NO please give name and PPS of Co-Owner**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Landlord PPS No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Documents required to be submitted – after property passes an Environmental Health inspection***

1. Copy of **Tax Clearance Certificate**, for all owners - (for further information check [www.revenue.ie](http://www.revenue.ie) )
2. Copy of the **current** **insurance certificate** for the property
3. Copy of **BER Certificate** (Building Energy Rating Certificate) - (for further information check [www.seai.ie](http://www.seai.ie))
4. **Proof of ownership** of the property - (please refer to your solicitor or the Land Registry at [www.landdirect.ie](http://www.landdirect.ie))
5. Proof of payment for **Annual Management Fees** if applicable.
6. Proof of Registration with the **RTB** ( for further information check www.rtb.ie)



***Property Details***

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description:**  House Bungalow Dormer Apartment

Apartment; Ground Floor Apartment; 1st Floor or Above Detached

Semi Detached End Terrace Mid Terrace Front Garden Back Garden

No. of Bedrooms \_\_\_\_\_\_\_\_ No. of Bathrooms \_\_\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_\_\_ Utility room \_\_\_\_\_\_

Dining Room \_\_\_\_\_\_\_\_ Living Room \_\_\_\_\_\_\_\_ Type of Heating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garage \_\_\_\_\_\_\_\_ Garden Shed \_\_\_\_\_\_\_\_ Parking Spaces \_\_\_\_\_\_\_\_ Lift Access \_\_\_\_\_\_\_\_\_\_\_\_

How much Rent do you charge per Calendar Month? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your property built above a Commercial Unit? **Yes ⁭ No ⁭**

* **Please note the property must comply with the Housing (Standards for Rented Houses) Regulations 2017 and South Dublin County Council requirements before the property is accepted onto the Scheme.**
* **An inspector will make contact with the landlord within three weeks to organise a viewing of the property.**
* **Please note that South Dublin County Council is not liable for any costs incurred in the upgrading of the property or any costs in relation to the sourcing of the documents listed on the previous page**

***Other Information***

Are your current Tenants in receipt of Supplementary Welfare Allowance? **Yes ⁭ No ⁭**

If yes, please give details as follows;

**Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Numbers: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tenant PPS No**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tenancy Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_