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Documentation Checklist

- Please ensure that all files are saved under the relevant name.
- Accepted file types: jpg, gif, bmp, png, doc, pdf, txt, rtf, ppt, keynote, xls.
- Maximum file size: 300MB

Document	Accepted Types of Documents	✓
Mortgage Approval in Principle Letter	Letter from Mortgage Provider confirming maximum mortgage capacity (from one of the approved lenders) OR Photograph/Screenshot of the calculated results of an online mortgage calculator from one of the approved lenders.	
Photographic Identification (Must be in date and clearly visible)	All members of your household must provide one of the following: ➢ Passport ➢ Public Service Card ➢ Driving License ➢ Current EU National Identity Card	
Proof of Address (Must be dated within the last 3 months)	All applicants must provide one of the following: ➢ Utility bill ➢ Bank Statement ➢ Insurance document	
Proof of PPSN	Proof of PPSN from an official document/card for all members of your household i.e. ➢ Statement of Liability ➢ Tax Assessment ➢ Notice of credits from Revenue ➢ Letter from Revenue addressed to you showing ➢ PPSN ➢ Receipt for social welfare payment ➢ Letter from Department of Employment Affairs ➢ and Social Protection addressed to you showing your PPSN ➢ Medical Card ➢ Drug Payment Scheme Card ➢ Payslip	

Proof of Right to Reside in Ireland for non-EU/EEA/UK Nationals	All applicants must provide evidence for below where relevant: ➢ Proof of legal and habitual residence in Ireland ➢ Proof of indefinite leave to remain in the state ➢ For non-EU/EEA applicants, a copy of your Irish ➢ Resident Permit (IRP), indicating which stamp/permissions you have.	
Evidence of First-Time Buyer status – Help to Buy (where applicable)	Proof of eligibility and estimated amount from Revenue.ie OR An Affidavit stamped by a solicitor confirming that the Applicant(s) do not own and have never owned a property	
PAYE Employees	All applicants must provide all the following where relevant: ➢ Salary certificate dated within **6 months** from your employer. ➢ Employment Detail Summary for the previous tax year. ➢ Statement of Liabilities for the previous tax year.	
Self Employed	If Self Employed, please provide: ➢ Accountants Report/Audited Accounts (2 years required) ➢ Current Tax Balancing Statement & current Preliminary Revenue Tax Payment Receipt	
Not employed but in receipt of other income	All applicants must provide the following documents where relevant: ➢ Evidence of all social insurance/assistance payments, allowances and pensions you have received in for the previous 12 months.	
Additional sources of income	All applicants must provide evidence of additional income received for any of the below sources in the previous 12 months: ➢ Maintenance payments ➢ Income from rental properties, dividends, capital investments and any other sources ➢ Occupational and social welfare pensions, including any from outside the country.	
Financial Statements – evidence required to show proof of ability to fund the purchase	All applicants must provide bank and savings statements for all accounts dated within **3 months**	

Fresh Start Principle (where applicable)	Documentations required below depending on the individual's circumstance: ➢ Court decree/Solicitors letter confirming the applicant is divorced/separated, and have left their property, and divested their interest in the property ➢ Proof of bankruptcy/insolvency if relevant ➢ Proof that any property you previously owned has been sold or given as part of a personal insolvency, bankruptcy agreement or any other legal process. A separate assessment of creditworthiness will be conducted.	
Applicants whose dwelling is not suited to the current needs of their household, due to its size (where applicable)	An applicant(s) must provide an up-to-date valuation of current property	
Scheme of Priority – 30% of applicants must live or have lived in the SDCC area for a minimum of 5 years	Please submit the following documents to provide proof of residency in South Dublin County Council for each of the 5 years (minimum): ➢ Utility bills ➢ Bank/Credit Union Statements ➢ Official government letters containing your address ➢ Revenue documentation	