***Long Term Leasing Initiative – 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **If the property is accepted in principle for leasing, an inspector will contact the owner within two weeks to organise a viewing of the property.**
* **Please note the property must comply with the Housing (Standards for Rented Houses) Regulations 2019 and any amendments thereto together with South Dublin County Council requirements before the property is accepted onto the Scheme. Evidence of compliance with Planning legislation, Building Regulations and Multi Unit Dwelling (MUD)Legislation where applicable, will also be required.**
* **The owner(s)will need to engage the services of a Solicitor in order to complete the lease.**
* **Completion of lease is subject to the owner(s) being tax compliant and the relevant tax clearance details (Tax Registration No. and Access No.) is required.**
* **In the case of a property which is subject to a mortgage, the written consent of the Mortgage Lender ( Bank etc) to the leasing of the property is required.**
* **In the case of a property located within a managed estate e.g. apartment, duplex, the written consent of the Management Company to the leasing of the property may be required, if this is a condition of the Head Lease.**
* **Copy of the current insurance policy document for the property.**
* **Copy of the NPPR payment certificate (Non-Principal Private Residence Charge) if applicable (for further information check** [**www.nppr.ie**](http://www.nppr.ie)**) and LPT (Local Property Tax) certificate.**
* **Proof of payment for Annual Management Fees – if property is in a Managed Estate(apartment/duplex etc).**
* **Copy of BER Certificate (Building Energy Rating Certificate) - (for further information check** [**www.seai.ie**](http://www.seai.ie)**).**
* **Proof of ownership of the property – this will be required by South Dublin County Council’s solicitor.**
* **Please note the property must be furnished.**
* **For further information and more detailed requirements please see the following Related Files hereunder:**

***Leasing Initiative FAQS***

***Long Term Leasing Initiative – General Provisions***

***Long Term Leasing Initiative – Legal Requirements of SDCC***

* **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 required as per attached lists or any additional documents which may become necessary during the leasing process.**

***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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Floor Area (m2) \_\_\_\_\_\_\_\_\_

What date is the property available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please note that the property must be vacant before the lease is signed.)

Management fees cost per year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| --- |
| Any other relevant information? |
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