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Description automatically generated**

**Application to remove an occupier from your rent account**

|  |  |
| --- | --- |
| **Account number:** |  |
| **Tenant’s name:** |  |
| **Co-Tenant’s name (if applicable):** |  |
| **Tenant’s address:** |  |

* To remove an occupier from a rent account **please provide one** **of the following items** of documentary evidence:

Lease ● Rent Book ● Bank Statement ● Utility Bill

* **If** documentary evidence is not available, please send us a sworn affidavit from a solicitor or a Commissioner of Oath.
* An occupier will only be removed from the rent account from the date all requested documentation is provided.
* An occupier cannot be removed from the rent account if they are claiming social welfare from your address.

**Please note:** To remove a **tenant** from the rent account**,** a Surrender / Partial Surrender document must be signed and submitted (Please contact Housing Allocations Section regarding surrenders).

**Details of occupier to be removed from the rent account:**

|  |  |
| --- | --- |
| **Name** |  |
| **Current address** |  |
| **PPS number** |  |
| **Date of birth** |  |

**Please include details for all remaining household members, including children, and provide 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 and so on) |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |
|  | **/ /** |  | € |  |

**You can post to all documents to** Housing Rents, South Dublin County Council, Town Centre, Tallaght, Dublin 24**, or you can 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 household members and all incomes have been declared. I / We attach all relevant documentation.

**Signature of tenant: Date:**

**Signature of joint tenant (if applicable): Date:**

**C**

**Phone number: Email:**