

# 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	✓
<b>Mortgage Approval in Principle Letter</b>	Letter from Mortgage Provider confirming maximum mortgage capacity (from one of the approved lenders) <u>OR</u> Photograph/Screenshot of the calculated results of an online mortgage calculator from one of the approved lenders.	
<b>Photographic Identification (Must be in date and clearly visible)</b>	All members of your household must provide one of the following: ⇒ Passport ⇒ Public Service Card ⇒ Driving Licence ⇒ Current EU National Identity Card	
<b>Proof of Address (Must be dated within the last 3 months)</b>	All applicants must provide one of the following: ⇒ Utility bill ⇒ Bank Statement ⇒ Insurance document	
<b>Proof of PPSN</b>	Proof of PPSN from an official document/card for all members of your household ie. ⇒ 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	
<b>Proof of Right to Reside in Ireland for non-EU/EEA/UK Nationals</b>	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.	
<b>Evidence of First-Time Buyer status – Help to Buy (where applicable)</b>	Proof of eligibility and estimated amount from Revenue.ie <u>OR</u>	

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	An Affidavit stamped by a solicitor confirming that the Applicant(s) do not own and have never owned a property	
<b>PAYE Employees</b>	<p>All applicants must provide all the following where relevant:</p> <ul style="list-style-type: none"> <li>⇒ Salary certificate dated within 6 months from your employer (sample form at the end of checklist).</li> <li>⇒ Employment Detail Summary for the previous tax year.</li> <li>⇒ Statement of Liabilities for the previous tax year.</li> </ul>	
<b>Self Employed</b>	<p>If Self Employed, please provide:</p> <ul style="list-style-type: none"> <li>⇒ Accountants Report/Audited Accounts (2 years required)</li> <li>⇒ Current Tax Balancing Statement &amp; current Preliminary Revenue Tax Payment Receipt</li> </ul>	
<b>Not employed but in receipt of other income</b>	<p>All applicants must provide the following documents where relevant:</p> <ul style="list-style-type: none"> <li>⇒ Evidence of all social insurance/assistance payments, allowances and pensions you have received in for the previous 12 months.</li> </ul>	
<b>Additional sources of income</b>	<p>All applicants must provide evidence of additional income received for any of the below sources in the previous 12 months:</p> <ul style="list-style-type: none"> <li>⇒ Maintenance payments</li> <li>⇒ Income from rental properties, dividends, capital investments and any other sources</li> <li>⇒ Occupational and social welfare pensions, including any from outside the country.</li> </ul>	
<b>Financial Statements – evidence required to show proof of ability to fund the purchase</b>	All applicants must provide a recent bank statement for all accounts to show proof of savings where relevant	
<b>Fresh Start Principle (where applicable)</b>	<p>Documentations required below depending on the individual's circumstance:</p> <ul style="list-style-type: none"> <li>⇒ Court decree/Solicitors letter confirming the applicant is divorced/separated, and have left their property, and divested their interest in the property</li> <li>⇒ Proof of bankruptcy/insolvency if relevant</li> <li>⇒ 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.</li> </ul> <p>A separate assessment of creditworthiness will be conducted.</p>	
<b>Applicant whose dwelling is not suited to the current</b>	An applicant(s) must provide an up-to-date valuation of current property	

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needs of their household, due to its size (where applicable)		
<b>Scheme of Priority – 30% of applicants must live or have lived in the SDCC area for a minimum of 5 years</b>	<p>Please submit the following documents to provide proof of residency in South Dublin County Council for each of the 5 years (minimum):</p> <ul style="list-style-type: none"><li>⇒ Utility bills</li><li>⇒ Bank/Credit Union Statements</li><li>⇒ Official government letters containing your address</li><li>⇒ Revenue documentation</li></ul>	