

Checklist for Applicants

- Completed application form.
- Application fee for €150 in the form of a postal order or bank draft only, made payable to South Dublin County Council. **Non-refundable.**
- Statement of Liability (formally P21) and Employment Detail Summary (formally P60) for the previous three tax years. If self-employed, tax returns for the previous three tax years are required. (i.e. figures which you submitted to Revenue). Projected income figures for the current year. A Notice of Assessment will also be required for the previous tax year. **Applicants must have a minimum income of €11,000 per year. Some Social Welfare payments (including pensions) by the Department of Social Protection are acceptable once they are accompanied by income from employment.**
- Copy of marriage certificate, if applicable.
- Copy of passport or driver's license
- In cases where a married couple were tenants of a property **and have since separated** it will be necessary for the party who has left the property to surrender his/her interest in the Tenancy and for the remaining tenant to sign a new Tenancy Agreement. It will also be necessary to submit a Legal Separation Agreement/Deed of Waiver/Decree of Divorce in accordance with Family Home Legislation.
- HPL2 form, which is included in application, to be completed in respect of all applicants by Department of Social Protection for the previous tax year.
- If you are NOT a citizen of the European Union, you must submit current evidence of entitlement to reside in Ireland (Stamp 4).
- To facilitate a three-year rent assessment, **the following documentation MUST be provided:**
 - Statement of liability for all applicants and household members (in receipt of income) for previous three years. For example, if your application to purchase is being submitted in 2022, a statement of liability **must be provided for 2021, 2020 and 2019.**
 - Proof of current household income. For example, two current payslips for all household members with an income from any source OR if self-employed, a Tax balancing statement or audited accounts for the applicable three years.
 - If any adult in the household is in full time education, a letter must be provided from school/college to confirm.
 - Statement from Social Welfare for all adults in the household for the applicable three-year period.