**REPAIR & LEASING SCHEME (RLS) ENQUIRY FORM**

**If you are interested in having your vacant property repaired for social leasing to South Dublin County Council under Repair and Leasing Scheme, please register your interest by completing this form and attaching the relevant documentation required.**

|  |  |  |
| --- | --- | --- |
| 1. **Contact details** | Please use capital letters to complete the form | |
| **Name:** |  | |
| **Address:** |  | |
|  | |
|  | |
|  | |
| **Phone number:** |  | |
| **Email add:** |  | |
| 1. **Property details** |  | |
| *Address of vacant property:* |  | |
|  | |
|  | |
|  | |
| *Vacant property type:*  **House apartment duplex maisonette bungalow**  **Detached Semi-detached Terraced other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No of bedrooms: \_\_\_\_\_\_\_\_\_\_\_\_\_ No of bathrooms:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Extensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attic conversions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Total floor area (msq) :\_\_\_\_\_\_\_\_\_\_ Site area (acres): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(BER) Energy rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| 1. **Vacant Property circumstances:** | | |
| Do you hold clear title on the property: | |  |
| Names(s) of registered property owners: | |  |
| Freehold or Leasehold Title: | |  |
| Folio No: | |  |
| Is there a mortgage or any burdens registered on the property?  Name of mortgage provider:  If mortgaged have you enquired from your mortgage provider if they will consent to a lease agreement: | |  |
| Was the property previously a local authority property:  If yes, give details of how you acquired the property: | |  |
| What are the reasons for vacancy: | |  |
| How long has the property been vacant:  Gas Meter Reading (please provide last bill)  ESB Meter Reading (please provide last bill) | |  |
| Date the property is available from: | |  |
| ***Your own accommodation:***  Will Leasing the Property to the Council leave you (and your family) without adequate accommodation?  Provide details of your own accommodation: | |  |
| 1. **Please attach copies of supporting documentation:**   Copy of Title Deeds  Copy of current folio with map/site plan  Mortgage details/arrangements  Gas/ESB meter readings and bills  Photographs  Details of any notices that have been served on the property. | | |

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return to Housing Department**

**South Dublin County Council, County Hall, Tallaght, Dublin 24.**

**For Information contact:** [**housingconstruction@sdublincoco.ie**](mailto:housingconstruction@sdublincoco.ie) **or phone 01 4149052**