

## 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.**

<b>Full name</b> Print name	<b>Date of birth</b> DD/MM/YY	<b>PPS number</b>	<b>Weekly income</b>	<b>Source of income</b> (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@sdblincoco.ie](mailto:hrent@sdblincoco.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:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_