

TENANCY REVIEW 2026

Customer ID: _____	File Ref: _____	Batch No: _____
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TENANT: _____

ADDRESS: _____ Eircode: _____

Tel/Mobile No. _____ Tel/Mobile: _____

E-mail address _____

Please set out hereunder, the current particulars of your family and all other persons residing in the house.

	Names (include all persons residing in the house)	P.P.S. No.	Date of Birth	Relationship-State whether Tenant, Spouse, Partner, Son Etc.	Weekly Income €
Household Member 1					
Household Member 2					
Household Member 3					
Household Member 4					
Household Member 5					
Household Member 6					
Household Member 7					

APPLICABLE TO ALL HOUSEHOLD MEMBERS

Source of Income – Please tick:

Are any household members currently employed full or part time? Yes ☐ No ☐

If YES, please attach their **Pay & Tax Summary Year to Date** from Revenue.ie OR their **payslips**.

Instructions to access the Pay & Tax summary from Revenue.ie are attached at the end of this form.

- If paid monthly, payslips are required covering the previous 4 months
- If paid weekly, payslips are required covering the previous 6 weeks
- If paid fortnightly, payslips are required covering the previous 8 weeks

Are any household members currently self-employed? Yes ☐ No ☐

If YES, please attach their Form 11 Summary and Self-Assessment Chapter4 for the previous year from Revenue.ie

Are any household members currently receiving child maintenance payments? Yes ☐ No ☐

If YES, please state how much child maintenance received per week €_____

Are any household members currently receiving a pension whether it be state, employment, overseas? Yes ☐ No ☐

If YES, please attach a statement/receipts of all pension payments including overseas Social Security/pensions

TENANCY CLARIFICATION

Has anyone left the property since your last review? Yes ☐ No ☐

If an occupant was living with you at the time your rent was last reviewed and has now left the dwelling please state their current address in the box below, you must also supply **proof (e.g. Utility Bill or Bank Statement)** of their current address for verification. If a tenant has left the dwelling, please contact HAP@kilkennycoco.ie:

Have any household members declared on page 1, moved in since your last review? Yes ☐ No ☐

If anyone has moved into the property since your last review, they must be declared to the HAP section for review. You must state the name of the persons that moved into the property in the box below

Are any household members new dependants? Yes ☐ No ☐

All new dependants **MUST** be declared, please state their name in the box below AND include a copy of birth cert and their PPSN in order to facilitate a dependant rent reduction.

Are any household members currently in full-time education? Yes ☐ No ☐

Please state names of any full-time Students (over 18 years) and the college being attended. You must supply proof of full-time education for students over 18 in the form of a letter from education provider or SUSI grant confirmation.

TENANCY CONFIRMATION

Any information, including personal data, supplied by you when completing this form will be used for the purposes of calculating your rent.

The law allows Kilkenny County Council to share your data with other Government Departments including Department of Social Protection, Revenue Commissioners, HSE, Approved Housing Bodies and the Department of Justice to confirm the information provided.

In carrying out its functions under the Housing Acts of 1966-2014, Kilkenny County Council may request and obtain information from other organisations (These include other Local Authorities, other Government Departments/Agencies) in accordance with the law, and will be used by Kilkenny County Council and other agencies to carry out our legal obligations, in order to fulfil a statutory requirement, for the detection of fraud or for the prevention of crime.

Kilkenny County Council will treat all information and personal data supplied by you as confidential. We will retain your data in accordance with the National Retention Policy.

More information on how we use your data can be accessed at:

www.mycoco.ie/content/pdf/kilkenny. Copies are available on request from the Housing Department of Kilkenny County Council.

I hereby declare that the foregoing particulars are correct and true and I undertake to notify Kilkenny County Council of any change in my circumstances/household income.

You are required to return this Tenancy Review Form and associated documents within the specified time frame. Failure to submit the above as requested will result in penalties being applied to your rent account and/or the cessation of your HAP tenancy.

Signature: _____

FIRST TENANT _____ **JOINT TENANT** _____

Date: _____

Guide to Pay and Tax Summary Year to date on Revenue.ie

- Log into My Account on Revenue.ie
- Under PAYE Services click on the “Create a summary of your pay and tax details” link.
- At the bottom of the page select “Create Summary”.

- Step 1 of 4- Statement of Liability. Click next without selecting any years.
- Step 2 of 4- Pay and Tax Details Year to Date. Click on who the report is required for (i.e. Self or Spouse) Click Next.
- Step 3 of 4 Payroll Details. Period Required (i.e. 1,2 or 3 months) Click Next.
- Step 4 of 4- Review your Summary. Click box beside “I confirm that the above information is correct” Click Create Summary.

Note Password from screen and keep as needed to open file.

Click “Download Summary” to download pdf and use password to open it.

Share PDF attachment or screenshot of the document by email to

HAP@kilkennycoco.ie and quote your rent account number or full name and address.