CHECKLIST OF

DOCUMENTATION REQUIRED TO MAKE AN APPLICATION UNDER THE

LOCAL AUTHORITY AFFORDABLE PURCHASE SCHEME

In the online application portal, applicants will be required to complete an online application form.

In addition, the following is a list of supporting documentation that each applicant will be required to provide as part of their application. This information must be uploaded to the portal as you proceed through the application form. Please ensure that the relevant documents are uploaded to the correct section as requested. This may involve the same document being uploaded under a number of different sections. Failure to upload all required document to the correct section will result in delays to the application validation.

GENERAL INFORMATION

- **PROOF OF IDENTIFICATION:** ☐
  Photographic Identification for all applicants. **ANY ONE** of the following
  - Current, valid signed passport / passport card.
  - Current, valid Public Service Card.
  - Current valid EU/EEA driving licence - this must contain a photograph (Irish Provisional Licence accepted).
  - Current EU National Identity Card

- **PROOF OF PRESENT ADDRESS dated within last 3 months**: ☐
  ANY ONE of the following documents dated within the last 3 months for each applicant is accepted:
  - Utility Bill e.g. landline telephone (not mobile), gas, electricity, heating oil, refuse collection. (Where a utility bill is a first bill, a second form of address verification is required).
  - Correspondence from a Regulated Financial Institution operating in the Republic of Ireland e.g. Insurance / Assurance Co., Bank, Building Society, Credit Union.
  - Correspondence from a Government Department.

- **PROOF OF PERSONAL PUBLIC SERVICE NUMBER (PPSN)**: ☐
  ANY ONE of the following documents for each applicant:
  - Statement of Liability
  - Tax Assessment
  - Notice of Tax Credits from Revenue showing PPSN and applicant name and address.
  - Letter from Revenue Commissioners addressed to applicant/s and showing PPSN, applicant name and address
  - Receipt for Social Welfare payment showing PPSN and applicant name and address.
  - Letter from Government Department showing PPSN, applicant/s name and address.
  - Public Services Card

PROOF OF INCOME:

Documentary evidence of the preceding 12 months' income for all applicants must be provided as follows.

If Employed

- Up to date Salary Certificate signed and dated **AND** ☐
- Statement of Liability for the preceding year **AND** ☐
- Employment Detail Summary for the preceding year **AND** ☐
- Pay and Tax Summary (Year to Date) clearly showing name and PPSN of applicant ☐

These items are available only via

www.revenue.ie/MyAccount

IMPORTANT:

Payslips will not suffice and are not required at this stage of the application process.

If Self Employed

- A minimum of **2 years' Certified accounts** from a suitably qualified practitioner in the state (such as ACCA, FCA, CPA, IPA) ☐

  AND
- A Notice of Assessment and/or Self-Assessment Acknowledgement letter for the preceding 12 months ☐

  AND
- Current Preliminary Revenue Tax Payment Receipt ☐

If Not Employed

- A statement from Department of Social Protection detailing all welfare payments received over the preceding **12 months**. This should include the commencement and cessation date of receipt of such payments. ☐

  If a household is in receipt of social welfare for less than 12 months, employment income must be provided (as outlined above) to cover the duration of the employment.

Proof of any additional income not listed above is requested. Please see the Affordable Dwelling Income Assessment Policy.

BUYER STATUS

- **PROOF OF BUYER STATUS:**

If you are a

❖ **First Time Buyer**

- Confirmation of eligibility for Help to Buy Scheme (if applicable). The Help to Buy confirmation documentation uploaded must identify the applicant by name and PPSN. ☐
  AND
- Self- Declaration by applicant/s that s/he/they do not own or do not have an interest in a property in Ireland or elsewhere. This document must be written / typed, signed and dated by each applicant. ☐

IMPORTANT:

UK Nationals / EU / EEA and Non-EU/EEA Nationals may be requested to provide documentary evidence confirming they do not own a property in their country of origin should their application be shortlisted.

If you are a

❖ **Fresh Start Applicant/s**

If applying under the Fresh Start Principle the following documentation will be required to accompany an application:

Fresh Start: Relationship Termination

- Where a marriage or civil partnership that has been legally or otherwise dissolved, the Court Order/Separation Agreement/other legal document should be provided as proof of the relationship ending. If there are acceptable reasons why elements of such documents cannot be provided (such as containing personal information not relevant to the Affordable Housing application), a redacted version may be provided, along with a solicitor's letter confirming that the redacted information has no financial implications. The documentation must show that the applicant has left the family home and has retained no interest in it. ☐

- Where the intimate and committed relationship with the person with whom the applicant purchased or built the previous property has ended, and where no legal process has occurred, a solicitor's letter or an affidavit/declaration from the applicant will be required to confirm the relationship has ended and the applicant has retained no interest in the property. ☐

Fresh Start – Post Bankruptcy

- Written evidence that the applicant has exited insolvency or bankruptcy or another legal process consequent upon insolvency, e.g. repossession as part of a court order ☐

and that where having had previously purchased a home, this property has been sold or s/he has been fully divested of that property as a result of such process.

❖ **Require Larger Property**

- A self-declaration must be completed at time of application confirming that because of its size, applicant's current dwelling is not suited to the household accommodation needs i.e. overcrowded. ☐

RIGHT TO RESIDE / HABITAUAL RESIDENCE

IRISH NATIONALS / UK NATIONALS / EU/EEA NATIONALS
The following to be provided for each applicant.

- Current Valid signed passport **or** Current valid Driving Licence **or** Current Valid Public Service Card ☐

AND ANY ONE of the following: ☐

- Statement of Liability from Revenue showing name and address
- Pay and Tax Summary Year to date from Revenue showing name and address
- A letter from your current employer, which includes your name, address and date you commenced work
- Statement of payments / benefits from the Department of Social Protection
- Tenancy Agreement if renting, showing name and address.

NON-EU/EEA NATIONALS
Single/Joint applications where both applicant(s) are Non-EU/EEA applicants must provide

- Current Valid Irish Residence Permit ☐

AND ANY ONE of the following: ☐

- Statement of Liability from Revenue showing name and address
- Pay and Tax Summary Year to date from Revenue showing name and address
- A letter from your current employer, which includes your name, address and date you commenced work
- Statement of payments / benefits from the Department of Social Protection
- Tenancy Agreement if renting, showing name and address.

An application from a Non-EU/EEA National, who is a spouse or civil partner of an EU /EEA national, may be considered as part of a joint application for that household, provided they have

- A valid residence card ☐

OR

- permanent residence card with a valid Stamp 4EUFam. ☐

PROOF OF RESIDENCY IN KILKENNY FOR PAST 5 YEARS *(if applicable)*

To qualify under the 30% Residency Rule you will need proof of being resident in the administrative area of Kilkenny for a minimum period of the past 5 years.

Each applicant should provide a

- Statement of Liability from Revenue for each year of the preceding 5 years clearly showing name and address of applicant. ☐

  OR

- A copy of a rental agreement, utility bill or other formal correspondence (e.g. bank statement, letter from government department) in applicant's name and clearly dated for each of the preceding 5 years. ☐

PROOF OF SAVINGS

- A copy of Statements for all current/savings/ deposit etc accounts from all financial institutions (e.g. bank / post office / credit union) for each applicant for the preceding 12 months only. Credit Card Statements are not necessary) ☐

PROOF OF ABILITY TO FUND THE PURCHASE

- Mortgage Approval in Principle letter stating the maximum mortgage available to applicant/s from an approved mortgage provider (i.e. Bank of Ireland; Allied Irish Bank, Haven Mortgages Ltd, EBS & PTSB) ☐

  OR

- A letter of approval in principle for a Local Authority Home Loan from Kilkenny County Council

PLEASE NOTE

You may be asked to supply additional information to support your application in the form of further documentation, after your application has been validated. In this instance communication will be by email via the application portal. Documents can be uploaded after you have submitted a completed application by logging into your account. Uploading requested additional documents after submitting a valid application may affect your application completion date and time.