



# Easy to Read Guide to Filling in the Social Housing Support Application Form



**An Roinn Tithíochta, Pleanála,  
Pobail agus Rialtais Áitiúil**  
Department of Housing, Planning,  
Community and Local Government



## What is the form about?

This form is an application to your Local Authority for social housing.

If you are having trouble filling in this form you can contact the Housing Section of your Local Authority or a Citizens Information Centre.



It is important that you answer all the questions that apply to you. You should write n/a if the questions don't apply to you.

*N/A*

Please write answers clearly.

You have to send in other documents with the form. There is a checklist to help make sure you remember everything. The form will not go through unless everything is sent in.



Please take a copy of everything before you send it into the Local Authority.



We may also ask you for more information at a later time.

## What information do I include on the form?



Employee No.	Employee Name	Process Date	Mutual Insurance Number
0834	FULL NAME HERE	20/01/2005	NP0000009
<b>Payments</b>		<b>Deductions</b>	
Gross Salary	Units: 100, Amount: 3750.00	PAVE Tax	Amount: 345.19
Monthly	3750.00	National Insurance	265.82
Payment Method:			
Cheque			
<b>FULL NAME</b> 38 ANYWHERE COURT KENSINGTON SW3 000		<b>This Period</b>	<b>Year To Date</b>
		Tax Period: 10 Tax Code: 489L	Total Gross Pay TD 37500.00
		Total Gross Pay 3750.00	Gross for Tax TD 37500.00
		Gross for Tax 3750.00	Tax Paid TD 6451.90
		Earnings for NI 2730.00	Earnings for NI TD 27300.00
			National Insurance TD 2656.20
<b>COMPANY NAME</b>		<b>Net Pay</b>	2639.19



You will need to include all the Personal Public Service Numbers (PPS) for everyone who lives in your house who needs housing.

If you don't know a child's PPS number, you can get it by phoning or dropping into the local Social Welfare Office in your area.

You must include information about your income.

Income is any money you get from working or from social welfare.

If you are working you can send in a P60 form, or 4 of your last 6 payslips.

If you are self-employed you must send in at least 2 years of accounts or a P21 statement.

If you are getting a social welfare payment, then you will need to include a statement from the Department of Social Protection.

You can talk to your Local Authority about this.



## What other information is needed?

If we think a person may be involved in anti-social behaviour, we can ask other agencies like the Gardaí.

If you change address or your income changes you must let us know.

We might contact you at a later stage for any other information that we need.

## Where can I apply for social housing support?

You can only apply to one Local Authority.

This Local Authority must be in the area where you and your household usually live.

The logo of the Local Authority for where you would like to live will be on the front of the application form.

You can apply to another area if someone living in the house has a local connection to that area.

A local connection is when someone

- used to live in an area for 5 years,
- works within 15km of the area,
- goes to school or college there,
- needs educational or health services in that area, or
- has a relative living in the area for more than 2 years.





## The Checklist:

The form has a checklist and this includes all the extra information that must be included.

You must remember to send a completed checklist in or your form will not go through.



## All forms must include

- Photographic ID (passport or drivers licence).
- Birth certificates for all people in the house.
- PPS Numbers for all people in the house who are applying for housing.
- Proof of address (like a bill).
- Proof of citizenship or leave to remain in Ireland.
- Proof of income.
- A form from the Revenue Commissioners/Employer/Social Welfare may be at the end of the form, it needs to be filled out by the right office.

your electricity bill  think beyond

Mr Sam Sample.  
Any Street.  
Any Town.  
Any County

Billing period 01 D  
01 D  
Date of issue 07 D

Account number 123456

METER NO.	METER READINGS			ELECTRICITY USED kWh	METER READING TYPES	MPRN
	PRESENT	MINOR	PREVIOUS			
Z000001234	6010		5065	945	A Actual reading C Customer reading	123456

Emp/psn No.	Employee Name	Payroll Date	National Insurance Number																						
0634	FULL NAME HERE	20/1/2005	NP000000B																						
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## The Checklist (continued)

### If it applies to you, send in

- Marriage certificate.
- Proof of separation or divorce.
- Information about any property or land you own or used to own.
- Proof of a connection with the local area if you don't live there.
- Letter from a Local Authority where you previously lived.
- Proof of any medical condition or disability, if that applies.



### The form is in 15 parts and this is a guide to those parts:

Part 1: Is about your details, like your name, address and date of birth plus more.

If you are applying with your partner, they will fill out the part of the form that says "Applicant 2" all the way through the form.







Part 11: Asks about any property or land you might own. Put n/a in these boxes if these questions don't apply to you.



Part 12: Asks if you have ever been in trouble with the Gardaí.

Part 13: Asks what kind of home you would like.

Part 14: Asks where you would like to live – you can pick 3 areas.



Part 15: This section is for you to add in any other information you think might be useful for your application.



At the end of the application form there is a section for you to sign called a 'Declaration'.

Read this carefully and sign it, if there is a second applicant you should get them to sign it too.

### Where do I bring the form?

The form should be brought to the Customer Care counter in the Local Authority Office.





This Easy to Read Document was developed by Inclusion Ireland for the Housing Agency. The document was proof-read by men and women with disability.

## Local Authority Details



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More information at [www.easy-to-read.eu](http://www.easy-to-read.eu)”.

