

A Quick Checklist!

If you can tick off the following items – then the property will generally qualify: -

1. **A fully completed and signed application form.**
2. **Proof that the property is vacant (dating at least two years prior to application).**
Examples – Letter from Auctioneer, or Solicitor or Property Vendor. A signed and witnessed Affidavit.
3. **Proof of ownership of the property.**
Example – Copy of Title deeds/folio, Letter from Solicitor. Or, if you are in the process of purchasing / inheriting / acquiring by other means – then a letter from the Auctioneer or Solicitor which shows that you are in ‘active’ negotiations can be submitted.
4. **Proof that the property was built up to and including 2007.**
Example – Copy of Planning Permission, copy of Title deeds, Letter from Auctioneer, or Vendor, etc.
5. **Quotations in respect of works proposed. These quotations should correspond directly to the categories on page 13 of the application form. The total sum of the quotations should match the total sum on page 13.**
Note: A quotation with one single figure (e.g. from Contractor), is not sufficient. The quotation must be broken down into the relevant expenditure categories.
6. **Up to date LPT compliance or letter from Revenue stating that property is not liable for Local Property Tax.**
Documentary proof of this is required i.e. you cannot simply say yes/no.
7. **Tax Clearance Certificate.**
This can be obtained from Revenue (on-line at www.revenue.ie) and shows that your own Tax affairs are in order.
8. **For the derelict top-up amount a structural report from a registered architect or engineer stating that the property is “structurally unsound and dangerous” is required.**
Or an extract from the Local Authority’s Derelict Sites Register which indicates that the property is already registered as a Derelict Site.
9. **Is Planning Permission required, or has it been sought or obtained for any works proposed?**
The Applicant must ensure that they have checked this with the relevant authority before works commence.

Note1 If there is more than one owner on the property – then the application must be made as a joint application and tax clearances are required for all applicants.

Note2 Documentation must be submitted in all cases for Items as per 1 – 9 above.

Note3 Partial Applications will be returned.