

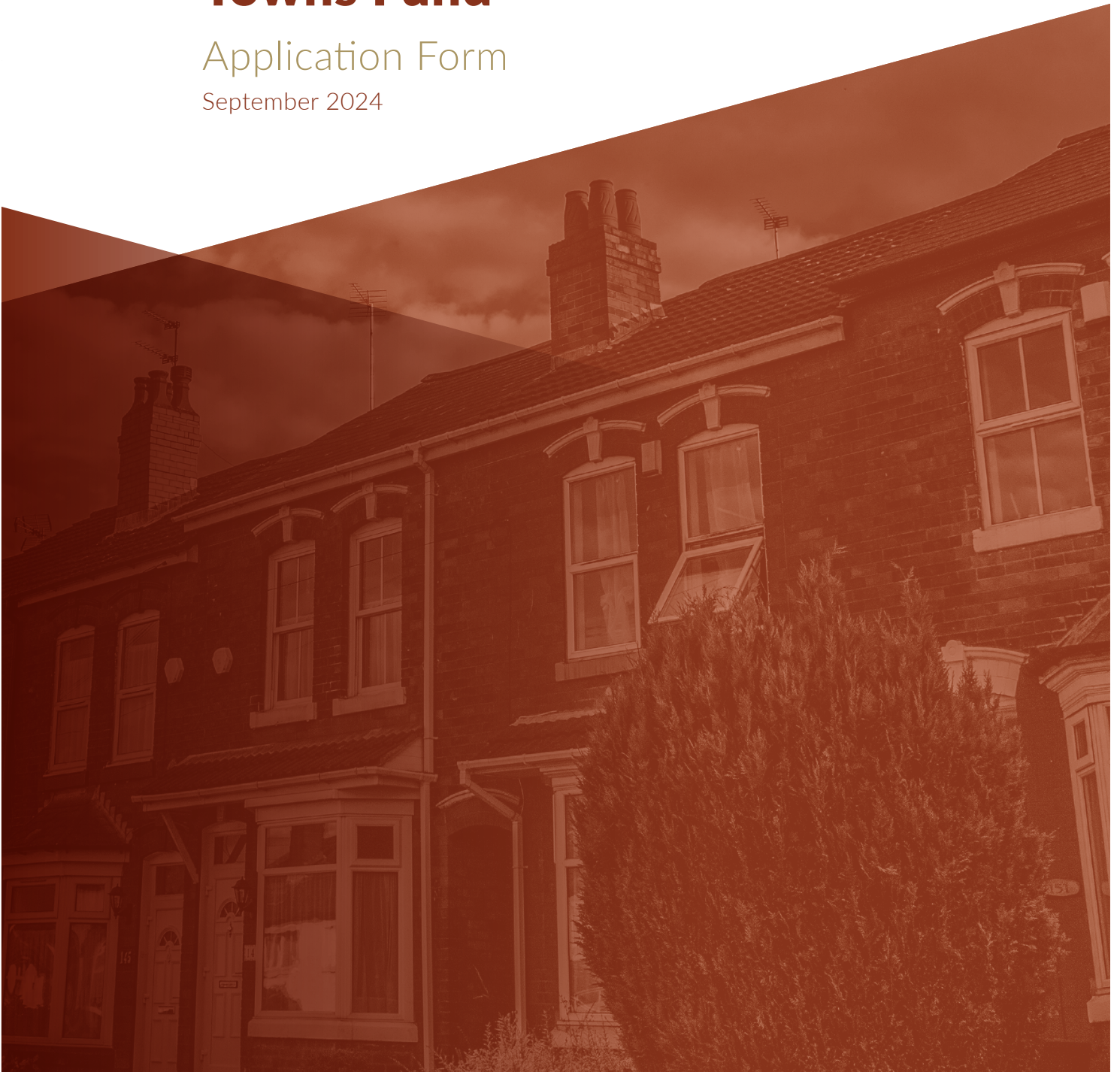


An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreachta  
Department of Housing,  
Local Government and Heritage

# Vacant Property Refurbishment Grant Croí Cónaithe Towns Fund

Application Form

September 2024





# About this form

This form must be used to apply for the Vacant Property Refurbishment Grant for the refurbishment of a vacant property.

It is important to read the Scheme Outline and this form carefully **before** you fill it in. Why? **This signed document forms part of the overall agreement you are entering into when applying for the grant.** It will also help your local authority to process your application faster if all the information requested is provided. You are also required to sign a declaration (Page 14) confirming that you have completed the application in full and that the information and details you have given on this application are true and correct. You can fill in the form yourself or get help from someone you know and trust to fill out this form for you. However, you will have to sign and declare all information is correct and true on Page 14.



## a) What is this form for?

There is one grant available for eligible applicants to support the refurbishment of a vacant property:

### 1. Vacant Property Refurbishment Grant



## b) Conditions for the grant

The applicant(s) will need to:

- ✓ live in the home as their principal private residence or make it available to rent on completion of qualifying works to the dwelling;
- ✓ applicants must provide evidence of tax compliance, with tax clearance from Revenue;
- ✓ ensure the Local Property Tax is in order where applicable;
- ✓ where the property is being made available for rent, provide a declaration that the refurbished property will be made available for rent and a tenancy registered with the Residential Tenancy Board (RTB) on completion of the qualifying works;
- ✓ agree to the clawback conditions set out in Page 9;
- ✓ **have the grant application approved before the work, in respect of which the grant is being applied for, commences.**

Please note that applicants may only apply for a maximum of two grants under this scheme – one where the property will become their principal private residence and one additional grant in respect of a property made available for rent under this scheme.

**Only one grant will be payable in respect of a property for rent.**



## c) Checklist for documents to send with this form

To make it easier for you to see all the documents you need to send with this form, there is a **checklist** on Page 15. It is important that you read this checklist before filling out your application form – **and** make sure you send all the documents along with your completed application form.



## d) Where to send your completed form

You have to apply to your local authority using this form for the Vacant Property Refurbishment Grant. If you have any questions, you should contact the Vacant Homes Officer in your local authority and they can help. Please scan the following QR code for a list of all Vacant Homes Officers and their contact details.





# Vacant Property Refurbishment Grant Levels

From 1 May 2023, a grant of up to a maximum of **€50,000**<sup>1</sup> is available for the refurbishment of vacant properties for occupation as a principal private residence and for properties which will be made available for rent, with a tenancy registered with the Residential Tenancies Board (RTB), including the conversion of a property which has not been used as residential heretofore<sup>2</sup>, subject to appropriate planning permission being in place. This is subject to upper limits for the types of work specified below having regard to a reasonable cost assessment by the local authority. The grant is inclusive of the VAT cost of the works.

Where the refurbishment costs are expected to exceed the standard grant of up to **€50,000**, a maximum top-up grant amount of up to **€20,000** is available where the property is confirmed by the applicant(s) to be derelict (i.e. structurally unsound and dangerous) or if the property is already on the local authority's Derelict Sites Register, bringing the total grant available for a derelict property up to a maximum of **€70,000**. In the case of a top-up grant in respect of a derelict property not on the Derelict Sites Register, an independent report prepared by an appropriately qualified professional is required to be submitted along with the application confirming that the property is derelict.

Those applying for the grant are required to indicate on the application form if they are applying in respect of a property that will become their principal private residence or a property that will be made available for rent. This must be indicated at the outset as different conditions apply depending on the application type.

Those applying for the grant are also required to indicate on the application form if they are applying for the Vacant Property Refurbishment Grant alone or the Vacant Property Refurbishment Grant including the Derelict Property top-up Grant.

The level of grant is contingent on the works approved by the local authority and is paid on completion of the works and based on vouched expenditure following a final inspection by the local authority.

From 1 July 2023, additional support under the Vacant Property Refurbishment Grant is available to support the refurbishment of vacant and derelict properties located on the islands to help bring them back into use.

The maximum rate of the Vacant Property Refurbishment Grant payable is up to 20% higher for eligible vacant and derelict properties on qualifying islands.

A list of the qualifying islands where this additional funding is available can be accessed using the following link:

<https://www.gov.ie/en/publication/31da3-populated-off-shore-islands/>

This brings the maximum grant rates for refurbishing properties on islands up to €60,000 for the refurbishment of vacant properties and up to €84,000 where the property is confirmed to be derelict. The maximum cost limits for the individual works categories are also increased by 20%.

1. From 14th July 2022 to 30th April 2023, a grant of up to €30,000 was available for the refurbishment of a vacant property while a grant of up to €50,000 was available for the refurbishment of a derelict property.

2. This refers to buildings previously used for commercial or public use.

A SEAI Better Energy Home Scheme Grant<sup>3</sup> may be available in combination with this grant. Works covered by SEAI Better Energy Homes Scheme will therefore not be under the Vacant Property Refurbishment Grant. The local authority must satisfy themselves that proposed works are not claimed for under any other grant.

In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties. See <https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print>. As part of the declaration to be signed in the application form, all applicants must agree to meet and comply with these standards.

The grant is available to individuals or households for which the property will be their principal private residence or who will make the property available to rent on the private market. It is not available to registered companies, developers, undertakings etc. Applications can only be made by named individual(s) who own the property for which the grant is being applied for or who are actively engaged in purchasing the property.

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3. SEAI Grants include Attic Insulation up to €1,700, Cavity Wall Insulation up to €1,700, Internal Insulation up to €4,500, External Wall Insulation up to €8,000, Heat Pump Systems up to €6,500, Solar PV up to €2,400. Further details are available on the SEAI website: [www.seai.ie](http://www.seai.ie)





# How the Scheme Works

## Eligible Properties

Properties considered for inclusion must be built up to and including 2007<sup>4</sup> and evidence of this is required to support grant application.

## Proof of Vacancy

The property must be vacant for two years or more at the time of grant application. Proof of vacancy is required to support grant applications.

Confirmation of vacancy can be validated and verified by the use of, for example, utility bills, which can help determine vacancy periods (e.g. pattern of usage or disconnection) or such other proofs as are available, to the satisfaction of the local authority. **Confirmation of vacancy must be validated and verified by the local authority prior to grant approval.**

**Please note that applicant(s) cannot leave a property unreasonably and purposely vacant for the purpose of qualifying for the grant.**

## Proof of Dereliction

For a property to be deemed derelict (i.e. structurally unsound and dangerous), the applicant must confirm this by submitting an independent report prepared by an appropriately qualified professional along with the application form. The property can also be deemed derelict if it is on the local authority's Derelict Sites Register.

## Proof of Ownership

Proof of ownership is required to support the grant application.

Where the applicant(s) do not yet own the property, for which the grant is being sought, a local authority may give approval in principle to the grant application where the applicant(s) is able to provide evidence of active negotiations to purchase the property, e.g. confirmation of engagement from the estate agent or owner of the property and where the owner provides such evidence as to vacancy as is required under the scheme on behalf of the applicant(s).

Where the applicant(s) are applying for the Local Authority Purchase and Renovation Loan (LAPR), evidence that the LAPR application has passed the Stage 1 assessment will be accepted as evidence of active negotiations to purchase the property.

Such approval in principle shall not be confirmed as approval in full until ownership has transferred to the applicant(s). No drawdown may take place until such ownership has been confirmed to the satisfaction of the local authority.

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4. Prior to 1 May 2023, only properties built before 1993 were eligible.

Evidence of ownership for the grant payment, which the relevant local authority may consider, is outlined in the table below.

Ownership Requirements for grant payment	Examples of Proof that may be submitted
<p>The owner must be an individual who owns the dwelling (whether jointly or not) and the local authority must satisfy itself as to the ownership prior to approval of the grant.</p>	<ul style="list-style-type: none"> <li>▶ Title deed<sup>5</sup> or similar legal instrument proving ownership of the property;</li> <li>▶ evidence of payment of Local Property Tax (LPT);</li> <li>▶ mortgage statement dated within the last 12 months.</li> </ul>

The relevant owner is required to reside in the dwelling as his or her principal private residence or to make the dwelling available for rent on completion of the qualifying works to the dwelling.

Where appropriate, the applicant must submit evidence of planning permission for the development / works proposed or a declaration of exemption under the Planning Acts.

Where the applicant is going to use the property as their principal residence, the declaration (Page 14) that the individual intends to reside in the dwelling on completion of the qualifying works to the dwelling must be provided to the local authority. Clawback conditions will apply where the applicant(s) ceases to reside in the dwelling as a principal private residence.

Where the applicant is going to make the dwelling available for rent, the declaration (Page 14) must be provided to the local authority that upon completion of the qualifying works to the dwelling, the property will be made available to rent and that a tenancy will be registered with the Residential Tenancies Board (RTB) prior to drawdown of the grant. Clawback conditions will apply if the property is no longer available to rent within ten years.

The refurbishment of a vacant property for occupation may involve development that requires planning permission. Where appropriate, an applicant under the scheme will be required to submit evidence that planning permission has been attained prior to final grant approval. In cases where a question arises in relation to whether a proposed development needs planning permission or is exempted development, an applicant under the scheme will be required to submit a declaration of exemption under Section 5, of the Planning and Development Act 2000. This question may arise, in particular, in the case of a change of use, properties that have been vacant for a long period of time, and properties that are in a substantial state of disrepair and / or require substantial works.

A local authority may give approval in principle to a grant application where the applicant is required to obtain planning permission for the development / works involved. In these circumstances the applicant(s) shall provide details of their current planning application to accompany their grant application. Any grant approval in principle shall not be confirmed as approval in full until a final decision has issued in respect of the planning application by the planning authority.

5. A title deed can be obtained from the Property Registration Authority of Ireland ([www.prai.ie](http://www.prai.ie)).





## Types of Work Covered

The following categories of works are eligible for grant assistance, subject to a reasonable cost assessment by the local authority and to any limits for specific works as set out in the table below. The works proposed must be approved in advance, following inspection by the local authority of the subject property.

Refurbishment requirements for each property will differ depending on the type / size / condition of the existing building. The cost threshold levels set out below are based on a typical two storey, 3 bed semi-detached house.<sup>6</sup>

	Works Category	Maximum Cap on Specific Elements (incl. VAT) based on a two storey, 3 bed semi-detached
1.	<b>Demolitions<sup>7</sup> / Strip-out / Site Clearance</b> (including removal of hazardous materials)	Max €50,000 for Vacant Property Grant only Max €70,000 incl. Derelict Top-Up Grant
2.	<b>Substructure works</b> (including works to foundations; rising walls; beds/slabs; damp-proofing; underpinning)	Max €50,000 for Vacant Property Grant only. Max €70,000 incl. Derelict Top-Up Grant
3.	<b>Superstructure works</b> (including works to internal/external walls; chimneys; upper floors; stairs; roof structure; other structural timbers)	Max €50,000 for Vacant Property Grant only. Max €70,000 incl. Derelict Top-Up Grant
4.	<b>Completions</b> (including works associated with external doors and windows; internal doors and associated frames, architraves and ironmongery; balustrades; skirtings; rooflights; fascias/soffits; rainwater goods)	
4a	external completions (incl. doors, windows, cills)	€21,000
4b	internal completions (incl. doors, frames, architraves, ironmongery)	€7,000
4c	skirtings	€3,500
4d	fascias, soffits, rainwater goods	€4,200
4e	roof completions (incl. flashings, fascias, soffits, gutters, downpipes)	€14,000

6. In respect of islands, the maximum cost limits for the individual works categories are increased by 20%.

7. While demolition and extension works can form part of an application for the Vacant Property Refurbishment Grant, such works must be part of a wider refurbishment of the existing dwelling in keeping with the objectives of the scheme.

	Works Category	Maximum Cap on Specific Elements (incl. VAT) based on a two storey, 3 bed semi-detached
5.	<b>Finishes</b> (including finishes to external / internal walls; ceiling finishes; tiling/ waterproof finishes to wet areas; roof finishes)	
5a	tiling/waterproof finishes to wet areas	€2,800
5b	painting and decorating	€10,500
5c	roof finishes	€14,000
6.	<b>Services</b> (including plumbing; heating; ventilation; power; lighting; telecommunications; smoke/CO2 detection)	Max €50,000 for Vacant Property Grant only. Max €70,000 incl. Derelict Top-Up Grant
7.	<b>Fittings</b> (including kitchen units; sanitary/ bathroom fittings)	
7a	kitchen units	€7,700
7b	sanitaryware / bathroom fittings	€2,800
8.	<b>External Works</b> (necessary external / site works carried out within the curtilage of the site)	€7,000
9.	<b>Extension</b> either within the ambit of exempt development under planning regulations, or as part of a planning application, if required, as part of a wider refurbishment	Max €50,000 for Vacant Property Grant only. Max €70,000 incl. Derelict Top-Up Grant
10.	<b>Professional services associated with works</b> (fees / surveys)	10% + VAT of the nett construction cost or €14k, whichever is the lesser

## Grant Conditions

Subject to the above, the following additional conditions will apply:

### Grant Applications to refurbish a Principal Private Residence

- applicants may only apply for a maximum of two grants under this scheme - where one the property will become their principal private residence and one additional grant in respect of a property made available for rent. **Only one grant will be payable in respect of a property for rent;**
- applicants must provide evidence of tax compliance, with tax clearance from Revenue;
- Local Property Tax to be in order where applicable;
- applicants must agree to the clawback conditions set out in Page 9;
- applicants must provide vouched expenditure for the works undertaken;
- once a grant application receives approval, applicants must complete works applied for within a period of 13 months.<sup>8</sup>

8. In exceptional circumstances, at their discretion, the local authority may grant an extension to the 13-month approval period.



### Grant Applications to refurbish a property that will be available to rent

- ▶ applicants may only apply for a maximum of two grants under this scheme - where one the property will become their principal private residence and one additional grant in respect of a property made available for rent. **Only one grant will be payable in respect of a property for rent;**
- ▶ applicants must provide evidence of tax compliance, with tax clearance from Revenue;
- ▶ Local Property Tax to be in order where applicable;
- ▶ applicants must agree to the clawback conditions set out in Page 9;
- ▶ applicants must provide vouched expenditure for the works undertaken;
- ▶ a signed affidavit confirming that the Grant has not been applied for previously for rental purposes;
- ▶ once a grant application receives approval, applicants must complete works within a period of 13 months.<sup>9</sup>

Applicants may only avail of a maximum of two grants, once in respect of a principal private residence and once in respect of a property to be made available for rent. Local authorities will ensure adequate checks of addresses in this regard.

For rental properties, proof of registration of the tenancy with the Residential Tenancies Board (RTB) must be provided to the local authority before drawdown of the grant. Evidence of annual registration of tenancy with the RTB must be submitted to the local authority which awarded the grant. Checks will be carried out by local authorities to confirm this.

In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and should ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties.

See <https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print>

Purchasers benefitting from this scheme may also be eligible for retrofit grants under the Better Energy Homes Scheme. In the case of retrofit grants, the local authority will not make the Vacant Property Refurbishment Grant available for the same work.

Local authorities will ensure that the works have not been grant aided via any other scheme and applicants are required to provide any information as may be requested by a local authority regarding any other grant aiding of works applied for.

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9. In exceptional circumstances, at their discretion, the local authority may grant an extension to the 13-month approval period.



## Clawback

It is required that the applicant(s) will live in or rent out the qualifying property for a period of at least five years from the date of payment of the grant. If at any time applicant(s) sell the property, or it ceases to be your principal private residence, or the property is no longer available to rent within ten years, you must reimburse the local authority an element of the full value of the grant, as follows:

Up to 5 years	Over 5 years and less than or equal to 10 years	Over 10 years
100% of the monetary amount of the grant	75% of the monetary amount of the grant	No Clawback

In the event of a fall in the value of the property, the full monetary amount, subject to the percentage clawback above will be repayable to the local authority.

Evidence of annual registration of tenancy with the Residential Tenancies Board (RTB) must be submitted to the local authority for a period of ten years after payment of the grant (if the grant application is made in respect of a rental property).

An agreement (comprising of the signed Application Form, signed Letter of Approval and signed Charge document) must be concluded between the local authority and the applicant(s) which contains the clawback agreement, including a charge on the property, which shall be binding on the applicant(s) upon drawdown.



## Letter of approval / Letter of approval in principle

A letter of approval will issue to applicants who are successful and will include the approved grant amount. Approval is granted from the date of issue of the letter and is valid for a period of 13 months. Applicants are required to sign and return the letter to the local authority in order to confirm that they understand the terms and conditions applicable to the grant. This signed letter in addition to the Application Form, forms part of the agreement between the applicant(s) and the local authority.

The charge document referred to above, must be signed and returned to the local authority, after completion of the works applied for and prior to the issuing of the grant payment.

The signed Application Form, signed Letter of Approval and the signed Charge document, form the agreement between the applicant(s) and the local authority.





# Application Form

Please answer all of the following questions using **BLOCK CAPITALS**.  
Failure to fully complete any of the below sections may result in delays to your application.

## Grant Applicant(s)\* contact details

Name(s)

Address

Eircode

Date of birth

Email address

Contact phone number

\*Grant Applicant(s) must either be the registered owner(s) of the vacant property or in active negotiations to purchase the property for which this application is being made.

Please provide additional details here along with any relevant supporting documentation:

### Details of the Vacant Property

Address of the property where the work will be carried out

Eircode

How long has the property been vacant (in months)?

Have you provided evidence that you are the property owner, or evidence of active negotiations to purchase the property? YES NO

Please tick the box that describes the home. Detached  
Semi-detached  
Terraced  
An apartment

Are you applying for grant funding in respect of a property located on one of the qualifying Islands listed? YES NO

<https://www.gov.ie/en/publication/31da3-populated-off-shore-islands/>

If so, which island?

Is the property compliant with Local Property Tax? (to be completed if you are the owner of the property) YES NO

What year was your property purchased?

What was the purchase price of the property? €

What is the current estimated value of the property? €

Please tick one of the following to indicate if you are applying for the grant to be your Principal Private Residence or if you are applying for a Rental Property:

- 1) Principal Private Residence
- 2) Rental Property

If you have selected Yes that the grant is to be for your Principal Private Residence, please indicate if you have / intend to apply for the Local Authority Purchase and Renovation Loan (LAPR) or the renovation-only LAPR? YES NO

Please tick one of the following boxes to indicate what grant you are applying for:

- 1) Vacant Property Refurbishment Grant
- 2) Vacant Property Refurbishment Grant including the derelict property top-up grant

Have you previously been approved for the Vacant Property Refurbishment Grant? This includes both principal private residence and rental property applications.

YES NO

If you have selected yes, please provide details, (Eircode, date of application, date of approval, and application type) including the number of grants you have been approved for:

Have you applied for additional grants for this property, i.e. The SEAI Better Energy Homes Grant, Housing Adaption Grant?

YES NO

If you have selected yes, please provide details:

You will need to send your local authority proof that Local Property Tax is up to date on the property where the work will be done. This can be a letter from Revenue or a printout of the online record, which will show:

- that this tax is paid; **or**
- deferral of payment (Local Property Tax will be paid later); **or**
- exemption from Local Property Tax.

You may wish to consider getting professional advice before you complete the next section.

Please tick below all the proposed works that you intend to have done on your property and state the cost of each of the proposed works

	Works Category	Maximum Cap on Specific Elements (incl. VAT) based on a two storey, 3 bed semi-detached	✓	Cost of Proposed Works
1.	<b>Demolitions<sup>10</sup> / Strip-out / Site Clearance</b> (including removal of hazardous materials)	Max €50,000 for Vacant Property Grant only Max €70,000 incl. Derelict Top-Up Grant		€
2.	<b>Substructure works</b> (including works to foundations; rising walls; beds / slabs; damp-proofing; underpinning)	Max €50,000 for Vacant Property Grant only Max €70,000 incl. Derelict Top-Up Grant		€
3.	<b>Superstructure works</b> (including works to internal / external walls; chimneys; upper floors; stairs; roof structure; other structural timbers)	Max €50,000 for Vacant Property Grant only Max €70,000 incl. Derelict Top-Up Grant		€
4.	<b>Completions</b> (including works associated with external doors and windows; internal doors and associated frames, architraves and ironmongery; balustrades; skirtings; rooflights; fascias / soffits; rainwater goods)			€
4a	external completions (incl. doors, windows, sills)	€21,000		€
4b	internal completions (incl. doors, frames, architraves, ironmongery)	€7,000		€
4c	skirtings	€3,500		€
4d	fascias, soffits, rainwater goods	€4,200		€
4e	roof completions (incl. flashings, fascias, soffits, gutters, downpipes)	€14,000		€
5.	<b>Finishes</b> (including finishes to external / internal walls; ceiling finishes; tiling / waterproof finishes to wet areas; roof finishes)			€
5a	tiling / waterproof finishes to wet areas	€2,800		€
5b	painting and decorating	€10,500		€
5c	roof finishes	€14,000		€
6.	<b>Services</b> (including plumbing; heating; ventilation; power; lighting; telecommunications; smoke / CO2 detection)	Max €50,000 for Vacant Property Grant only Max €70,000 incl. Derelict Top-Up Grant		€
7.	<b>Fittings</b> (including kitchen units; sanitary / bathroom fittings)			€
7a	kitchen units	€7,700		€
7b	sanitary ware / bathroom fittings	€2,800		€
8.	<b>External Works</b> (necessary external / site works carried out within the curtilage of the site)	€7,000		€
9.	<b>Extension</b> either within the ambit of exempt development under planning regulations, or as part of a planning application, if required, as part of a wider refurbishment	Max €50,000 for Vacant Property Grant only Max €70,000 incl. Derelict Top-Up Grant		€
10.	<b>Professional services associated with works</b> (fees / surveys)	10% + VAT of the nett construction cost or €14k, whichever is the lesser		€

How much do you think the work will cost in total including VAT?

€

10. While demolition and extension works can form part of an application for the Vacant Property Refurbishment Grant, such works must be part of a wider refurbishment of the existing dwelling in keeping with the objectives of the scheme.



**Applicants should provide a quotation(s) in respect of the works proposed. Quotations in respect of the individual costs under the table above for each of the works categories being applied for must be provided.**

Can you pay for any extra cost that is **not covered** by the grant?            YES        NO

Home owners should be aware of their responsibilities under Safety, Health and Welfare at Work (Construction) Regulations 2013. See [www.hsa.ie](http://www.hsa.ie)

**In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and should ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties.**

See <https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print>

If you are approved for this grant and have not already installed them, you will need:

- at least two smoke / heat alarms – self-contained and with a 10-year-battery.
- a carbon monoxide detector if you use fossil fuel heating like gas or coal. The carbon monoxide detector must meet the standard – EN 50291 (marked on box).

Tick box to confirm that you have read and understood the above.

How many alarms are already installed in the home where the work will be done?

Smoke / heat alarms

Carbon monoxide detectors

### Data Protection

By law, applicants must provide certain personal data in this form. All information and personal data provided will be treated as confidential, in line with the General Data Protection Regulation and Data Protection legislation.

To process this application, please note that the local authority may share your personal data (information) with the Department of Housing, Local Government and Heritage, the Housing Agency and the other parties participating in the delivery of the Vacant Property Refurbishment Grant.

You can read the details of the Data Protection Policy and Privacy Statements on your local authority website. The policy explains how and why personal data will be used and provides information about your rights as a data subject. The policy is also available in paper format if you request it from your local authority office.

### Declaration - Tick each that is applicable.

I/We declare that the information and details I/We have given on this application are true and correct.

I/We declare that I/We will inform the local authority if there are any changes to my/our circumstances in respect of the property being applied for.

I/We declare that I/We will live in the property as my principal private residence.

I/We declare that I/We will make the property available for rent.

As part of this declaration I/We agree to meet the requirements and standards as set out in this application form.

Full name of applicant(s) (BLOCK LETTERS):

Signature of applicant(s):

Date:

### Checklist for what to include with this form

Your application will be delayed if required details and documents are missing. There are two checklists that will help you to send in all the documents needed to process your application. The first checklist is for applicants who are applying for the grant to refurbish a property that will be their principal private residence and the second checklist is for applicants who are applying for a grant to refurbish a property and make available to rent. **Please use the checklist that is relevant to your application only.**

#### 1) Checklist for Principal Private Residence:

All applications will need the following:

**This form.** Fully completed and signed.

**Proof that the property has been vacant for a period of 2 years or more immediately prior to this application.**

**A quotation(s) in respect of the works proposed.**

**Proof of ownership or evidence of active negotiations to purchase the property if seeking approval in principle.**

**Evidence confirming that the property is structurally unsound and dangerous if applying for the top-up derelict property grant.**

**Where you are also applying for the Local Authority Purchase and Renovation Loan (LAPR), evidence confirming that your application has passed the Stage 1 assessment for the LAPR.**

**Any other relevant documentation to support your application (e.g. evidence of planning permission or a certificate of exemption under the Planning Acts).**

#### 2) Checklist for Rental Property:

All applications will need the following:

**This form.** Fully completed and signed.

**Proof that the property has been vacant for a period of 2 years or more immediately prior to this application.**

**A quotation(s) in respect of the works proposed.**

**Proof of ownership or evidence of active negotiations to purchase the property if seeking approval in principle.**

**Evidence confirming the property is structurally unsound and dangerous if applying for the top-up derelict property grant.**

**A signed affidavit confirming that the Grant has not been applied for before for rental purposes. (if applicable)**

**Signed declaration of your intention to make the property available for rent and that you will register a tenancy with the Residential Tenancies Board (RTB) prior to grant drawdown.**

**In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and should ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties. See <https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print>**

**Any other relevant documentation to support your application (e.g. evidence of planning permission or a certificate of exemption under the Planning Acts).**

#### **IMPORTANT:**

Where the local authority has requested that further required documentation is to be submitted to support your application, failure to do so will result in your application becoming withdrawn. If you are experiencing delays, it is advised that you contact the Vacant Homes Officer in your local authority as soon as possible.



## What happens next?

### What happens when you send in your application?

Your local authority will:

1. check the application form to ensure it is fully completed, the declaration has been signed and that the required supporting documents have been submitted.
2. arrange for suitable technical staff from your local authority to visit the property to make sure it is possible to do the work and assess the projected costs of the planned works in the application form.
3. write to you to let you know if your application has been successful and tell you how much of a grant has been approved or that you have received approval in principle.  
**Proof of ownership will be required before a grant is paid.**
4. ask you to submit information from the contractor(s) doing the work such as their tax reference number to check their tax clearance details.
5. ask for the bank account details where the grant will be paid when the works are completed.\*
6. ask for an invoice for the completed work and arrange for a technician from your local authority to visit the property and confirm that the work is completed.
7. in cases where approval in principle was granted, proof of ownership must be provided.
8. the local authority will provide an agreement to be signed by you which contains the clawback agreement including a charge on the property.

\* Where you have successfully applied for the Local Authority Purchase and Renovation Loan (LAPR) or the renovation-only LAPR, you will not receive the grant directly. The grant will be paid to the mortgage lending section of the local authority.

For rental properties, proof of registration of the tenancy with the Residential Tenancies Board (RTB) must be provided to the local authority before drawdown of the grant. Evidence of annual registration of tenancy with the RTB must be submitted to the local authority which awarded the grant.

### Further information your local authority may need

Your local authority may ask you to send in some extra documents such as the following:

- evidence of planning permission or a certificate of exemption under the Planning Acts.

### For grants over €10,000

If the approved grant is over €10,000, **you will need** to get tax clearance from Revenue. You can apply for tax clearance using Revenue's online service at [www.revenue.ie](http://www.revenue.ie). If you do not have access to the internet, you can call Revenue on 1890 306 706.

### If you do not get the grant, you can appeal the decision

Sometimes an application to your local authority for a grant will not be successful. If your application is not successful, you can write to your local authority to appeal the decision. You must write **within three weeks of the date of the original decision**, and clearly explain why you are appealing. A local authority official who was not involved with the original assessment will then assess this appeal and contact you with the result. This could take up to six weeks.

**Thank you for filling out this form.**

If you have any questions, please contact the Vacant Homes Officer in your local authority.





An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreachta  
Department of Housing,  
Local Government and Heritage

**Department of Housing, Local Government and Heritage**