

REQUIRED DOCUMENTATION:

You will be required to upload documentation under TAB(s) as follows:

PROOF OF INCOME

- If EMPLOYED, please provide your most recent Employment Detail Summary (previously known as P60) which is available via www.revenue.ie/MyAccount and you will need to supply a salary certificate signed and stamped by your Employer. Payslips are NOT acceptable evidence.
- If SELF EMPLOYED, please upload Accountants Report/Audited Accounts (2 Years Required), Current Tax Balancing Statement & Current Preliminary Revenue Tax Payment Receipt.
- If NOT EMPLOYED upload Statement of total benefits received from social welfare which can be requested via email from your local social welfare office

FINANCING THE PURCHASE

- A mortgage letter of approval in principle
- Proof of savings in the form of a current bank statement dated within the last 6 months.

PROOF OF CITIZENSHIP

- Passport or Birth Certificate

If you upload a Birth Certificate as proof, you will also need to upload photographic ID such as valid passport, EU Identity Card, EU/EEA Driving Licence (must contain a photo) for each applicant.

PROOF OF RIGHT TO RESIDE IN IRELAND (if applicable)

For non-EU/EEA applicants:

- Please submit a copy of your Irish Resident Permit (IRP or GNI Stamp 4) card, indicating which stamp/permissions you have.
- Single/joint applications where both applicant(s) are Non-EEA/EU, applicants must be legally resident in Ireland for a period of 5 years; or have leave to remain extending to potentially permit 5 years reckonable residence; or have indefinite leave to remain in the State.
- An application from a non-EEA/EU national, who is a spouse or civil partner of the 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.

- UK citizens will be regarded as being legally resident in Ireland. (This accords with the Common Travel Area requirements).

PROOF OF FIRST TIME BUYER STATUS/FRESH START PRINCIPLE

- **First time Buyer** - Please upload confirmation from Revenue that your Help to Buy application has been accepted or if not applying for help to buy a sworn affidavit from a Solicitor confirming you have never owned a property in Ireland or any other state. If you are applying as joint applicants both parties must be first time buyers.
- **Fresh Start Principle** - if you have previously built or purchased a home but are divorced/separated or left a committed relationship and no longer have a vested interest in the property you must submit a Court Decree or Solicitors letter confirming same or if you have previously purchased or built a home but it has been divested through insolvency or bankruptcy proceedings proof of same must be provided. e.g. Solicitors letter confirming the process has been completed and applicants status on the bankruptcy register and confirming that applicant has no interest in said property
Applicant who's dwelling because of its size, is not suited to the current needs of their household, please provide an up to date valuation of your current property

PROOF OF RESIDENCY (if applicable)

- To qualify under the 30% residency Rule you must provide proof that you have resided in the administrative area for a minimum of 5 years. You must provide at least one document for each of the 5 years e.g. series of utility bills. Bank or Credit Union Statements. They must state your name, address, date and year clearly marked.