## DIFFERENTIAL RENT FORM – WICKLOW COUNTY COUNCIL

**Please ensure that you complete ALL SECTIONS OF THE FORM.**

## Section A:

**RENT ACCOUNT NO.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TELEPHONE NO. \_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_**

**TENANT (s) NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**­­­­­­­­­­­­­

#### PARTICULARS OF ALL ADULTS (including the Tenant(s)) IN THE HOUSEHOLD & THEIR INCOMES (Children should not be included in this section)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name in Full** | **Date of Birth** | **PPS Number** | **Relationship to Tenant** | **Income**  (**Attach proof**)  State amount & whether weekly, fortnightly, etc | **Source of income**  ( employment,  self-employment, social welfare, FIS, FAS, etc.) |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Have you any other income in addition to above**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If so, specify source (e.g. Maintenance, rental income, other Pension etc)** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Weekly Income from this source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARTICULARS OF ALL CHILDREN IN THE HOUSEHOLD**

**(If Adult Child is 18 years or over and attending School/College full-time, a letter from the School/College confirming this must be submitted with the Rent Assessment Form)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name in Full | **Date of Birth** | **PPS Number** | **Relationship to Tenant** | **Name of School or College** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |

## Section B:

**PARTICULARS OF PERSON(S) WHO HAVE MOVED INTO PROPERTY SINCE THE SUBMISSION OF THE LAST RENT ASSESSMENT FORM.**

**\*\*Please note that formal permission to reside should be sought and approved by the Council prior to any person(s) moving into the property (including family members). This is in accordance with your Tenancy Agreement.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Name*** | ***Date of Birth*** | ***PPS No*** | ***Relationship to Tenant*** | ***Date they moved in*** | ***Weekly Income*** | ***Previous Address(es)*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**PARTICULARS OF PERSON(S) WHO HAVE LEFT THE PROPERTY SINCE THE SUBMISSION OF THE LAST RENT ASSESSMENT FORM**

**Letter from Social Welfare/Employer must be submitted with this form to confirm forwarding Address together with utility bill and/or copy of new lease agreement**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Name*** | ***Date of Birth*** | ***PPS No*** | ***Relationship to Tenant*** | ***Date Left*** | ***Reason for Leaving*** | ***Forwarding Address*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Section C:**

**CERTIFICATE OF EMPLOYMENT AND EARNINGS**

|  |
| --- |
| **TO BE COMPLETED BY ALL TENANTS/OCCUPANTS IN EMPLOYMENT** |

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Occupation: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PPS No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: This section must be completed, signed and stamped by the employer**

The following are the details of the weekly gross income received by the above named:

Date employment commenced: \_\_\_\_\_\_\_\_\_\_\_\_\_ Frequency of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other payments (including shift allowance and overtime): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statutory deductions:

PAYE deducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Universal Social Charge deducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I hereby certify that the details of earnings as set out above are correct.**

Employer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employers Official Stamp

Authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employers Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of employee: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please also provide a copy of three recent consecutive payslips or a P60**

**\*\*If you are self employed you must submit your most recent audited accounts or most recent Notice of Assessment.**

## Section D:

**INCOME RECEIVED FROM THE DEPARTMENT OF SOCIAL PROTECTION**

**To be used if a tenant and/or an occupant is in receipt of any form of social welfare payment including: State Pension, Illness Benefit, Disability Allowance, One Parent Family Payment, Jobseeker’s Benefit / Allowance, Working Family Payment (previously FIS), Carer’s Benefit / Allowance and Back to Work Scheme**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adult dependent amount (if any): \_\_\_\_\_\_\_\_\_ Child dependent amount (if any): \_\_\_\_\_\_\_\_\_

Living Alone allowance: \_\_\_\_\_\_\_\_\_\_\_\_ Fuel Allowance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adult dependent amount (if any): \_\_\_\_\_\_\_ Child dependent amount (if any): \_\_\_\_\_\_\_\_\_

Living Alone allowance: \_\_\_\_\_\_\_\_\_\_\_\_ Fuel Allowance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you currently pay your rent through the household budget? i.e. directly from your social welfare:**

**Yes No**

**Please submit and attach the following for each recipient:**

*If paid in Post Office* **– Most recent Social Welfare slips**

*If paid in Bank* **– Most recent Bank Statement**

NB: If on temporary payment please supply letter from Social Welfare

**Section E:**

## Checklist: You must provide the following documentation

1. Fully completed application form

2. PPS numbers for all household members

3. Telephone contact number

4. Evidence of income

### *Employment*

Three consecutive payslips

***Self employment***

Last years audited accounts and Notice of Assessment

***Social Welfare***

*If paid in Post Office* – Most recent Social Welfare slips

*If paid in Bank* – Recent bank statement

5. Maintenance

Proof of Maintenance payment

6. Proof from School/College if in full time education by adult child over 18 years

## Declaration

**I/We** declare that all of the information given by me/us for the purpose of rent assessment is complete and correct.

**I/We** authorise and give authority to Wicklow County Council to seek and receive any information from my/our employer, Department of Social Protection or any other official source in relation to me/us or any occupant of my/our household.

**I/We** make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938

Section 261 of the Social Welfare (Consolidation) Act 2005 allows for the exchange of information between Government Departments and specified organisations such as Wicklow County Council. Section 265 of the same Act allows the Council to access or to verify information which has been provided by the Tenant with the Department of Social Protection records for the purpose of calculating rents etc. This does not affect the Tenant’s access rights subject to the provisions of the [Data Protection Acts](http://www.dataprotection.ie/viewdoc.asp?DocID=796&ad=1) 1988 to 2018 & Regulation (EU) 2016/679 (General Data Protection Regulation).

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Tenant Tenant*