

APPLICATION FORM
2016
TENANT (INCREMENTAL) PURCHASE
SCHEME



WICKLOW COUNTY COUNCIL
COUNTY BUILDINGS
WICKLOW
CO. WICKLOW

Tel. 0404 20120 E: housingloansandgrants@wicklowcoco.ie Web: www.wicklow.ie/housing

APPLICANTS CHECKLIST

Applicants are strongly advised to submit their applications in person at this office as posted applications are frequently not completed correctly and have to be returned

Before submitting your Application Form, please confirm you:-

- ☐ Have read the Tenant Information Booklet – including the terms and conditions of the Scheme (included with your application pack)
- ☐ Have completed all parts of the Application Form about you and your household
- ☐ Have attached evidence of incomes/supporting documentation as detailed on the attachment page
- ☐ You have signed the Declaration
- ☐ Have checked with your Local Authority that your house is included/eligible under the Scheme (see page 7 of the information booklet)

Please note also, that Wicklow County Council is incorporating the following policies in relation to good estate management:-

- Properties purchased by Wicklow Council after the **01/01/2016** are not for sale under this Scheme currently.
- Properties where an extension, remedial works or DPG (Disabled Person Grant) works were carried out after **01/01/2016** are not for sale under this Scheme currently.
- Four bedroom properties are not for sale under this Scheme currently.
- Apartments are not for sale under this Scheme.
- Properties under a Part 5/private purchase from a developer are not for sale
- Applicant must be a tenant for 10 years or more & have a clear rent account – this tenancy includes previous years under HAP, RAS, Rent supplement.

IMPORTANT

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Wicklow County Council will only process completed Application Forms. Incomplete Forms will be returned.
2. All joint Purchasers (including spouse) must be named tenants before completion of sale by Wicklow County Council.
3. Garda vetting of your household may be required before completion of sale by your Local Authority. The Local Authority may carry out checks with the relevant bodies (e.g. Gardai) in relation to information provided on the Application Form.
4. Arrears of any kind with your Local Authority must be cleared in full before completion of sale by Wicklow County Council.
5. All correspondence with Wicklow County Council and the Applicant(s) regarding the scheme is **WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER.**

WICKLOW COUNTY COUNCIL

2016 Tenant (Incremental) Purchase Scheme

Customer ID No. _____

Address of Property

APPLICANTS DETAILS

	Tenant	Joint Tenant
Name		
PPS Number		
Telephone No.		
Email Address		
Civil (Marital) Status		
Income Source(s)*		
Gross Annual Income	€	€

Tenant's Spouse/Civil Partner/Co-habitant Resident in the Property (if not a joint tenant)

Name	Relationship to tenant	PPS No.	Income Source(s)*	Gross Annual Income
				€

*** Evidence of income must be supported by documentation as detailed on Pages 9 & 10 of this Application Form.**

What is the intended source of funding for the purchase of the property?

Own Resources*

☐

Private Mortgage:

☐

Local Authority Home Loan:

☐

*** Please Note: Cash payments will NOT be accepted**

Have you previously purchased a dwelling under a Tenant Purchase or incremental Purchase Scheme? (please tick)

Yes

☐

No:

☐

OTHER PROPERTY/LAND *

Do you or the Joint Applicant own property or land in any other country? (please tick)

Yes:

☐

No:

☐

*** Please Note: you may be required to supply the relevant supporting documentation to support this question.**

PUBLIC ORDER OFFENCES

In the 5 year period prior to the date of this application, has any member of the household been convicted of an offence under the following sections of the Criminal Justice (Public Order) Act 1994?

Section 5: Disorderly conduct in a public place

Section 6: Threatening, abusive or insulting behavior in a public place

Section 7: Distribution or display in a public place of material which is threatening, abusive, insulting or obscene

Section 14: Riot

Section 15: Violent disorder, or

Section 19: Assault or obstruction of a peace officer or emergency services personnel

Yes:

☐

No:

☐

If Yes, please give details (*including name, address and details of conviction*)

In the 5 year period prior to the date of this application, has any member of the household been the subject of Court Orders under the following statutory provisions?

- Sections 3, 3A or 4 Housing (Miscellaneous Provisions) Act 1997: Subject of an excluding order or interim excluding order,
- Section 257D of the Children Act 2001 (No. 24 of 2001): Subject of a behavior order, or
- Section 115 of the Criminal Justice Act 2006 (No. 26 of 2006): Subject of a civil order.

Yes:

☐

No:

☐

If Yes, please give details (*including name, address and details of conviction*)

IMPORTANT

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Notice about Offences

Section 32(7) of the Housing (Miscellaneous Provisions) Act 2009 and section 6 of the Fines Act 2010 provide that it is an offence, punishable on conviction by a class C fine (i.e. an amount not greater than €2,500 but greater than €1,000), for a person to knowingly provide false or misleading information or documents or to knowingly conceal any material fact in relation to the purchase of a house under Part 3 of the Housing (Miscellaneous Provisions) Act 2014. Section 32(8) of the 2009 Act provides that a housing authority may recover from a person convicted of an offence under section 32(7) any higher expenditure that the authority incurred on the sale of a house due to reliance on false, misleading or undisclosed information.

Collection and Use of Data

The Housing Authority will use the data which you have supplied to assess and administer your Application. Data may be shared and verified with other public bodies for the purpose of the prevention or detection of fraud. The Housing Authority may, in conjunction with the Department of the Environment, Community & Local Government, process this data for research purposes.

Additional Information

Where requested by Wicklow County Council, additional information must be provided by the Applicant(s) within four weeks.

All correspondence with Wicklow County Council and the Applicant(s) is WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER.

DECLARATION:

I/We* hereby apply to Wicklow County Council to purchase the above house under the terms of the 2016 Tenant (Incremental) Purchase Scheme.

I/We* accept that sale of a house under this Scheme does not imply any warranty on the part of the Housing Authority in relation to the state of repair or condition of the house or its fitness for human habitation and that as the house will be valued on the basis of its existing condition, the Housing Authority is under no obligation to put the house being purchased under the Scheme into good structural condition prior to sale.

I/We* accept that the maintenance and repair of the dwelling after sale is the responsibility of the Purchaser.

I/We* accept that unless otherwise instructed, Wicklow County Council will upon completion of the purchase, arrange to have the house vested in the joint names of the tenant and his/her spouse/partner.

I/We* declare that the information and particulars given by me/us* on this Application are true and correct.

I/We* authorise the Housing Authority to make whatever enquiries it considers necessary to verify details of my/our* Application.

I/We* am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

*** (Delete where appropriate)**

Signed:	
	Tenant

Signed:	
	Joint Tenant

Date: _____

SUPPORTING DOCUMENTS REQUIRED

(ORIGINAL DOCS ONLY PLEASE)

The following documentary evidence, verifying the different types of reckonable income, must be submitted.

Employee Income:

- Employment Detail Summary & Statement of Liability (previously known as P60) from Revenue.ie
- 3 most recent pay-slips for all employments.

Income from Self-Employment:

- 2 years Self Assessment from Revenue.ie
- Income and Expenditure Accounts for each business or such documentation that satisfies the housing authority as to the nature and amount of income involved, together with Notice of Assessment to Income Tax.

Payments made by the Department of Social Protection:

- 1 year statement from your local Social Welfare office.

Income from social welfare payments (including pensions) by the Department of Social Protection, will only be reckonable where these payments constitute a secondary source of income, i.e. a social welfare payment to a tenant in receipt of income from employment is reckonable income, as is a social welfare payment to the spouse, civil partner or cohabitant of a tenant in employment, whether or not that payment is in addition to employment income of that spouse, civil partner or cohabitant;

Income from Applicant(s) who are in receipt of the state contributory/non-contributory pension and has/have been receiving social housing support for at least 10 years prior to their Application, is treated as reckonable income.

Rental Income from Land or Property:

- a copy of accounts or a statement of rental income, together with Notice of Assessment to Income Tax.

Interest on Savings, Investments or Dividends:

- a statement from the financial institution or other provider, detailing the amount paid;

A pension other than a pension paid by the Department of Social Protection:

- a document issued by the body involved, detailing the payments made;

Maintenance Payments received:

- the Court Order, formal or informal maintenance arrangement or agreement, or solicitor's statement, detailing the amount and frequency and end-date of payments, and documentary evidence that the required payments are being made in accordance with the order, arrangement, agreement or statement concerned;

Income from any other source:

- documentary evidence from the appropriate person or body involved, detailing the source and nature of the income and the amount paid.

INCOME NOT ASSESSABLE

Income from the following sources is not reckonable under the Scheme and is not included in determining a tenant's gross income:

- (a) Child Benefit;
- (b) Carer's Allowance, Carer's Benefit and Half-Rate Carer's Benefit;
- (c) Family Income Supplement;
- (d) Guardian's Payment;
- (e) Exceptional Needs Payments;
- (f) Diet Supplement;
- (g) National Fuel Scheme;
- (h) Respite Care Grant;
- (i) Prescribed Relative Allowance;
- (j) Living Alone (Pension) Allowance;
- (k) Age 80 (Pension) Allowance;
- (l) JobBridge, the National Internship Scheme;
- (m) Domiciliary Care Allowance;
- (n) Tús (Community **Work** Placement Initiative);
- (o) Back to Education Allowance;
- (p) Gateway (Local Authority Activation Scheme);
- (q) Rural Social Scheme;
- (r) Community Employment Programme;
- (s) Fostering Allowance;

- (t) Blind Welfare Allowance;
- (u) Back to Work Family Dividend
- (v) Boarding-Out Payments;
- (w) Student grants and scholarship schemes;
- (x) Home Tuition Scheme;
- (y) Youthreach training allowance;
- (z) Payments by charitable organisations, one of the functions of which is to assist persons in need by making grants of money to them;
- (aa) Payments made by another EU Member State that correspond to Child Benefit;
- (bb) Rehabilitation training allowances.

PROPERTY CONDITIONS SURVEY

ADDRESS: _____

Type of House? Detached ☐ Semi Detached ☐ Apartment ☐ Other

No. of Floors? Bungalow ☐ 2-Storey ☐ 3-Storey ☐

No. of Bedrooms? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Heating Type?

Gas ☐	Electric ☐	Oil ☐
Solid Fuel Stove ☐	Back Boiler ☐	Wood Pellet ☐
Solar ☐	Air to Water ☐	Other

Are there Smoke Alarms? Yes ☐ No ☐

Battery Operated ☐ Interlinked ☐

Carbon Monoxide Detectors? Yes ☐ No ☐

When was the Central Heating Installed? Year More than 5 years ☐

Have your Windows & Doors been recently replaced? Yes ☐ No ☐

Have the Fascia & Soffits been done? Yes ☐ No ☐

Have there been any Energy Upgrades carried out? Yes ☐ No ☐

Has the house been re-wired recently? Yes ☐ No ☐

Has the house had any DPG upgrade carried out? Yes ☐ No ☐

Has the property been extended? Yes ☐ No ☐

- If Yes, When? Last 5 Years ☐ 5-10 Years ☐ 10-15 Years ☐
- By Whom? Tenant ☐ Wicklow County Council ☐

Completed by:- _____

Tenant/Joint Tenant

Customer No. _____