

**APPLICATION FORM
2016 TENANT (INCREMENTAL)
PURCHASE SCHEME**



Cavan

Comhairle Contae an Chabháin
Cavan County Council

**CAVAN COUNTY COUNCIL
HOUSING DEPARTMENT
COURTHOUSE
CAVAN
H12 R6V2**

049 437 8317 / 8325

housinggrants@cavancoco.ie

Applicant Checklist

Before submitting your application please confirm that you:

- Have read the Tenant Information Booklet - including the terms and conditions of the Scheme.**
- Have checked with Cavan County Council that your house is included under the scheme.**
- Have completed all parts of the application form about you and your household.**
- Have attached evidence of income/supporting documentation as detailed on the attachment page.**
- Have signed the declaration.**

Notes:

- 1. Cavan 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 Cavan County Council.**
- 3. Garda vetting of your household may be required before completion of sale by Cavan County Council.
Cavan County Council 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 Cavan County Council must be cleared in full before completion of sale by Cavan County Council.**
- 5. All correspondence with Cavan County Council regarding the Scheme is WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER.**
- 6. A valuation fee of €125 payable to Cavan County Council will apply if your application under the Tenant (Incremental) Purchase Scheme 2016 is approved.**

**APPLICATION TO CAVAN CAVAN COUNCIL TO PURCHASE HOUSE UNDER THE
TERMS OF 2016 TENANT (INCREMENTAL) PURCHASE SCHEME**

House Ref No: _____

Address of Property: _____

Applicant Details:

	Tenant	Joint Tenant
Name		
PPS Number		
Phone Number		
Email Address		
Civil (Marital) Status		
Income Source(s)*		
Gross Annual Income		

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

Name	Relationship to Tenant	PPS Number	Income Source(s)*	Gross Annual Income

* Evidence of all income must be supported by documentation, as outlined on the attached page. An Employment Detail Summary for previous tax year and a Statement Of Liability for previous tax year must also be submitted with your application. A list of sources of income that are disregarded and therefore not included in assessment is also attached.

Have you previously purchased a dwelling under a tenant purchase or incremental purchase scheme?

Yes: No:

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

Own Resources*: Private Mortgage: County Council Loan:

* Cash payments will not be accepted

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 behaviour 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 behaviour 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 the order)

IMPORTANT - Information for the attention of the applicant

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

Cavan County Council 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. Cavan County Council may, in conjunction with the Department of the Environment, Community & Local Government, process this data for research purposes.

Additional Information

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

All correspondence between Cavan County Council and the applicant(s) is without prejudice and subject to any Transfer Order.

Declaration

I/We* hereby apply to Cavan 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 Cavan County Council 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, Cavan County Council 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, Cavan 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 Cavan County Council 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: _____

Date: _____

This page need not be returned Cavan County Council with your application.

Supporting Documentation to Accompany Application

The following documentary evidence, verifying the different types of reckonable income, must be submitted. Information must be the latest and most up to date available.

Employee income:

- An Employment Detail Summary for the previous tax year, a Statement Of Liability for the previous tax year, 4/6 most recent payslips for each employment, a signed and stamped employer's Salary Certificate stating employment terms, basic salary, overtime, commission, bonuses and any other payments.

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Income from self-employment:

- A copy of the income and expenditure accounts for each business or such documentation that satisfies Cavan County Council as to the nature and amount of income involved and, in addition, Notice of Assessment from Revenue Commissioners for relevant year.

Payments made by the Department of Employment Affairs & Social Protection:

- Documents issued by that Department detailing the payments made, and social welfare payment slips showing weekly amounts received.

Income from social welfare payments (including pensions) by the Department of Employment Affairs & 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.

Rental income from land or property:

- A copy of accounts or a statement of rental income.

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 Employment Affairs & 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.

This page need not be returned to Cavan County Council with your application.

Income Disregards

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.