



Documentation Checklist

Document	Accepted Types of Documents	√
Photographic Identification (Must be in date and clearly visible)	<p>All applicants must provide <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> • Current Valid Passport/Passport Card • Current Valid Public Service Card (Both Sides) • Current Valid EU/EEA Driving Licence -must contain a photograph (Irish Provisional Licence accepted) • Current EU National Identity Card 	
Proof of Address (Must be dated within the last 3 months)	<p>All applicants must provide <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> • Utility Bill • Correspondence from a Regulated Financial Institution operating in the Republic of Ireland (Insurance / Assurance Co., Bank, Building Society, Credit Union, Credit Card Company) • Correspondence from a Government Department / Body 	
Proof of PPSN	<p>Applicant(s) must provide <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> • Letter from Revenue • Letter from Department of Employment Affairs and Social Protection addressed to you showing your PPSN • Medical Card • Payslip • Current Drug Payment Scheme Card 	
Proof of Citizenship	<ul style="list-style-type: none"> • Passport or birth certificate if Irish • Passport if EU/EEA/UK Citizen • Garda National immigration Bureau card (stamp 4) 	
Proof of Right to Reside in Ireland for Non-EU/EEA Nationals	<p>All applicant(s)/household members must have a right to legally reside in the State at the time of application. Each applicant must provide evidence of their right to reside such as:</p> <ul style="list-style-type: none"> • Current valid passport, driving license, National Age Card etc. • For non-EU/EEA applicants, a valid copy of an Irish Resident Permit, indicating stamp/permission type 	

<p>Proof of Income</p>	<p>PAYE Employees: Must provide ALL of the following documents:</p> <ul style="list-style-type: none"> • Salary Certificate dated within the last 6 months – download our template Salary Certificate • Employment Details Summary from Revenue <p>Self Employed: Must provide ALL of the following documents for the previous 2 years:</p> <ul style="list-style-type: none"> • Audited/ Certified Accounts • Tax Balancing Statement • Tax Payment receipt <p>Social Welfare Income: Must provide ALL of the following documents (where relevant):</p> <ul style="list-style-type: none"> • Documentary evidence of all social insurance and social assistance payments, allowances and pensions being received by members of the household for the previous 12 months. <p>Additional Sources of Income: Must provide evidence of income received over the previous 12 months for any of the below sources of income:</p> <ul style="list-style-type: none"> • Maintenance Payments received • Income from rental properties, dividends, capital investments and other similar sources of income • Occupational and social welfare pensions, from whatever source, including from sources abroad. 	
<p>Evidence required to show proof of ability to fund the purchase</p>	<p>Mortgage Approval Letter from Mortgage provider/broker/Local Authority Home Loan confirming maximum mortgage capacity approved in principle. Applicants are advised to have Mortgage Approval in Principle prior to applying. Applicants will be required to have mortgage approval at the time of the assessment of their application from a participating bank, lender or Local Authority Home Loan.</p> <p>Evidence of other finance/savings Financial statements must be dated within the last 3 months of the application submission for all accounts on which the applicant(s) are named including Deposit, Personal, Current, Joint, An Post, Revolut, Crypto Currencies, Shares.</p>	

<p>Fresh Start Principle (where applicable)</p>	<p>Documentation required below depending on an individual's circumstance:</p> <ul style="list-style-type: none"> • Court decree/ solicitors letter confirming the applicant is divorced/ separated or otherwise, and have left the property, AND divested themselves of their interest in the property. Details of maintenance arrangements where applicable. • Proof that any property you previously owned / built has been sold, or given as part of a personal insolvency, bankruptcy agreement or other legal insolvency process. • Where the applicant has been divested of the property through insolvency or bankruptcy proceedings, proof of the applicant's status on the bankruptcy register is required <p>Applicant(s) who's dwelling is not suited to the current needs of their household, due to its size:</p> <ul style="list-style-type: none"> • Evidence that the applicant owns a dwelling which, because of its size, is not suited to the current accommodation needs of the applicant's household. • Up to date valuation of your current property. 	
<p>Evidence of first-time buyer status (where applicable)</p>	<p>Applicants are considered First Time Buyers only if BOTH applicants are buying their home for the first time.</p> <p>Proof of eligibility for the Help to Buy Scheme</p> <p>Print out from Revenue portal confirming names of applicant(s) and maximum entitlement under the scheme.</p> <p style="text-align: center;">Or</p> <p>If you are a first time buyer and not availing of the Help to Buy, please provide a Sworn Affidavit from a Solicitor confirming that you have never previously owned a dwelling in Ireland or any other state.</p> <p><i>Cavan County Council will conduct such checks that are necessary to confirm this, such as conducting LPT checks.</i></p>	
<p>Monetary Gift Letter</p>	<p>Applicants who are in receipt of a monetary gift to aid in the purchase of a home must complete the gift letter and submit it with the application</p>	

<p>30% Cavan Residency Rule Please refer to Cavan County Council's Scheme of Priority</p>	<p>Applicants applying under this rule must <u>live or have lived</u> in County Cavan for a minimum of 3 years. For joint applicants, only one applicant is required to submit evidence of living in Cavan for a 3-year period.</p> <p>Applicants must submit any of the following documents as evidence which clearly shows the <u>issue date</u>:</p> <ul style="list-style-type: none">• Utility Bill NOT including mobile phone bills• Bank statements/credit union statements• Documents issued by a government department that shows your address• Revenue documentation• Tenancy agreement	
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