

# APPLICATION FORM

## TENANT (INCREMENTAL) PURCHASE SCHEME 2016



**Kerry County Council  
Housing Department,  
Rathass,  
Tralee,  
Co. Kerry**

**(066) 7183572 ; (066) 7183812 : (066) 7183809 : (066 ) 7183647**

**[www.kerrycoco.ie](http://www.kerrycoco.ie)**

# Applicant Checklist

Before submitting your application please confirm that you :

- Have read the Tenant handbook Information Booklet - including the Terms and conditions of the Scheme
- Have completed all sections of the Application Form concerning yourself and your household circumstances
- Have attached evidence of income/supporting documentation as detailed on the attached page
- Have checked with Kerry County Council that your house is included under the Scheme
- Have signed the declaration

## Notes:

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

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

**CUSTOMER No:** \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_

<b>Applicant Details:</b>	<b>Tenant</b>	<b>Joint Tenant</b>
Name		
PPS Number		
Phone Number		
Email address		
Civil (Marital) Status		
Income Source (s)*		
Gross Annual Income		

**Tenant's Spouse/Civil Partner/Co-habitant Residing in the House (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 the attached page. Sources of Income that cannot be included are 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 :  Local Authority 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?

- Section 3, 3A or 4 Housing ( Miscellaneous Provisions ) Act 1997 : Subject of an Exclusion Order or interim Exclusion 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 provide 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**

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 Kerry County Council, additional information must be provided by the applicant(s) within 4 weeks.

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

#### **Declaration**

I/We\* hereby apply to Kerry 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 unless otherwise instructed, Kerry 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:** \_\_\_\_\_ **Signed :** \_\_\_\_\_  
**Tenant** **Joint Tenant**

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

## **Supporting Documentation to Accompany Application**

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

### **Employee Income:**

- One or both of form P60 and payslips for each employment and where necessary, a signed and stamped employer's salary certificate, stating employment terms, basic salary, overtime, commission, bonuses and any other payments;

### **Income From Self Employment:**

- A copy of the income and expenditure accounts for each business or such documentation that satisfies the housing authority as to the nature and amount of income involved;

### **Payments made by the Department of Social Protection:**

- Documents issued by that Department, detailing the payments made;

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 a 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;

### **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 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 Solicitors 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 DISREGARDS**

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

- a) Childs benefit
- b) Carers Allowance, Carers Benefit and Half-Rate Carers 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 allowance