HAP SSC

HAP Online Portal for Landlords

COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL

Sligo.

HAP
Íocaíocht Cúnaimh Tithíochta
Housing Assistance Payment

Portal Registration

❖ Once your tenant has registered with HAP you will receive an email notification inviting you to register as a HAP Landlord.

❖ Click on link in email to review and populate the Application

❖ Please note that you will need to first register on the Portal if you have not previously registered.

From: haponlineform@limerick.ie <haponlineform@limerick.ie>
Sent:
To:
Subject: [EXTERNAL]HAP Application

Dear Sir/ Madam,

I am writing to notify you that a HAP application for property has been submitted and you are required to complete the landlord section and submit the details to HAP.

Please log onto the HAP Portal: Here to review and populate the Application.

Note that you will need to first register on the Portal if you have not previously registered.

Thank you,

HAP Team

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Housing Assistance Payment

Login   Register

To apply for HAP you must be qualified for social housing support by your local authority, which means you must qualify to go onto your local authority housing waiting list. If you are already on your local authority´s housing list, and are not currently in a form of social housing, you will be eligible for HAP.

Existing User? Login
New User? - Please register here

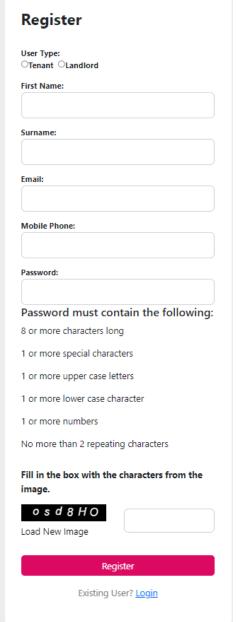Login/Register with your Verified MyGovID.ie account.

Continue with MyGovID

What is MyGovID?

Register as a new Landlord

❖ Select user type: Landlord

❖ Full Name

❖ Email

❖ Contact Number

❖ Password

❖ Register

Register

User Type:
○ Tenant ○ Landlord

First Name:

Surname:

Email:

Mobile Phone:

Password:

Password must contain the following:

8 or more characters long

1 or more special characters

1 or more upper case letters

1 or more lower case character

1 or more numbers

No more than 2 repeating characters

Fill in the box with the characters from the image.

o s d 8 H O

Load New Image

Register

Existing User? Login
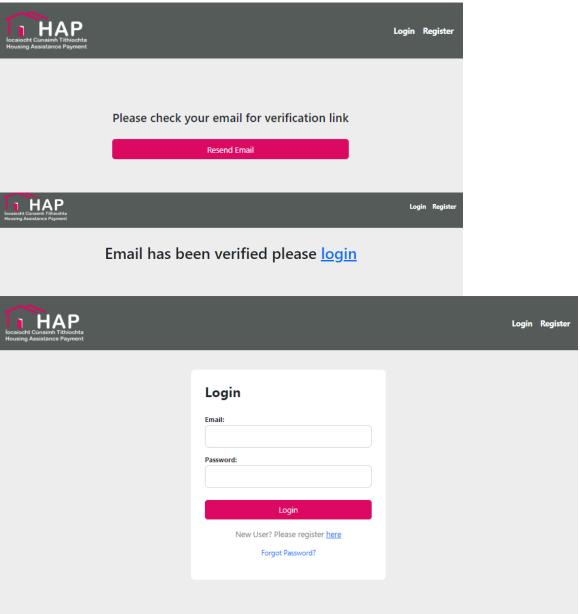
Register as a new Landlord

❖ Email Verification Link

❖ Email Verified login
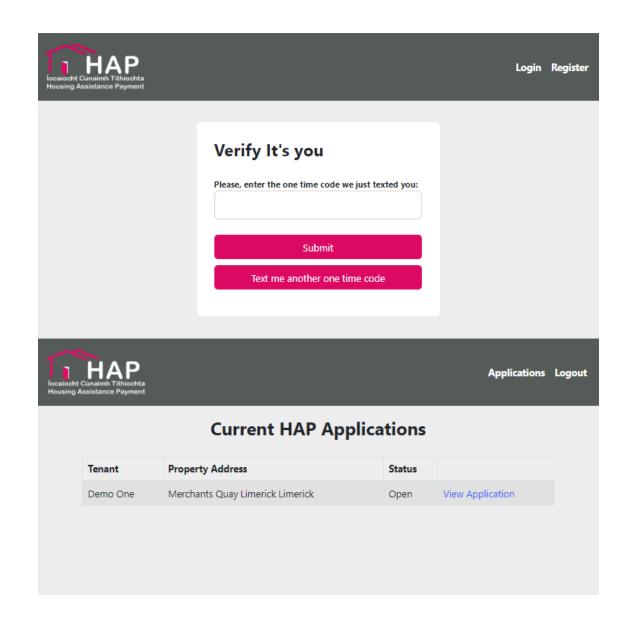
❖ Login using details submitted when registering

Register as a new Landlord

❖ Each time you log in you will be sent a passcode by text message which is required to verify your identity
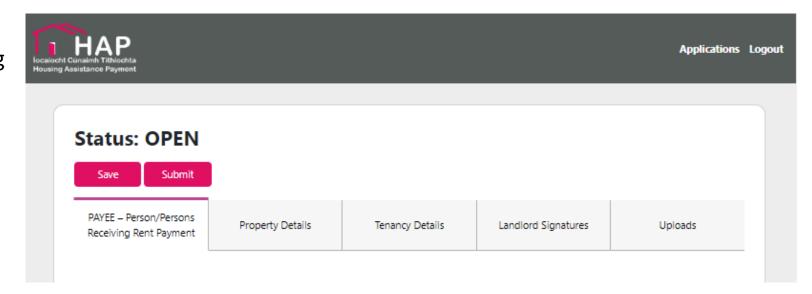
❖ View Application you wish to view

Online Portal Application

- ❖ PAYEE-Person/Persons Receiving Rent Payment
- ❖ Property Details
- ❖ Tenancy Details
- ❖ Landlord Signatures
- ❖ Uploads

PAYEE-Person/Persons Receiving Rent Payment

❖ Who will receive payment?

❖ Name

❖ Tax Number / PPSN

❖ Existing HAP Landlord

❖ Irish Resident Status

❖ Contact Number

Status: OPEN

Save   Submit

PAYEE – Person/Persons Receiving Rent Payment | Property Details | Tenancy Details | Landlord Signatures | Uploads

PAYEE – Person/Persons Receiving Rent Payment

Who will receive payment?:

Please select

You are not legally required to rent your property to someone getting HAP support. You choose the tenants for your property. However, you are not allowed to refuse to rent to someone just because they receive HAP. If you do, you will be breaking the equality laws. Further information is available from the Irish Human Rights and Equality Commission at www.ihrec.ie

First Name:

Last Name:

Tax Number/ PPSN:

Existing HAP Landlord:

Irish Resident?

WARNING: Payments made to landlord who live outside the Republic of Ireland are subject to Non Resident Landlord withholding tax at the Standard Rate of 20%

Phone:

PAYEE-Person/Persons Receiving Rent Payment

❖ Bank details

❖ Headed Bank Statement

❖ Proof of Ownership

❖ Tax Clearance

❖ Landlord/Agents Address

❖ Uploads are required for Bank header, Proof of Ownership in order for your submission to proceed

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Headed Bank Statement:
Yes

Please, upload the bank details
Choose File | No file chosen

Proof of Ownership:
Yes

Please, upload the Proof of Ownership
Choose File | No file chosen

Tax Clearance:
Yes

Please, upload the tax clearance certificate
Choose File | No file chosen

Enter Full Address or Postcode | Search

Street Address:

Town:

City/County:

Eircode:

Property Details

- ❖ Property address
- ❖ Local Property Tax Identification
- ❖ Confirmation of who is receiving payment
- ❖ Property Ownership
- ❖ Confirmation of permission of payment if required.

Property Details

Rental accommodation standards – Amendment (used to be 2017 regs)

The property rented by the landlord to the tenant must meet the Housing (Standards for Rented Houses) Regulations 2019 and all future regulations and standards. You can find out more about these standards on the housing section of the Department of Housing, Planning and Local Government website, www.housing.gov.ie.

| Enter Full Address or Postcode | Search |

Street Address:

Town:

City/County:

Eircode:

Local Property Tax Identification (LPT):

PAYEE Details:

Is an agent receiving HAP Payment?:
No

Property Landlord is Property Owner?:
No

Is the property jointly owned:

If the landlord is receiving payment, are all owners listed on the bank account?:

Tenancy Details

- ❖ Name of Tenant or Tenants
- ❖ Relationship to Tenant
- ❖ Number of Bedrooms in the property
- ❖ Property Type
- ❖ Is the Property Shared?
- ❖ Monthly Rent
- ❖ Tenancy Agreement
- ❖ Rent Book

Status: OPEN

[Save] [Submit]

| PAYEE – Person/Persons Receiving Rent Payment | Property Details | Tenancy Details | Landlord Signatures | Uploads |

Tenancy Details

Name of Tenant or Tenants:

Is there a family relationship between the tenant or tenants and the landlord or landlords?:

Total number of bedrooms in the whole property:

Property Type:

Is the Property shared? For example, are there other households living in the same property?:

What is the monthly rent for the whole property? Rent does not include bin (refuse) charges, management fees, utility bills or car-parking charges:

0.00

Is there or will there be a tenancy agreement for this property?:

Is there or will there be a rent book for this property?:

Tenancy Details

- ❖ Start Date of the Tenancy
- ❖ Existing Tenants Date
- ❖ Date rent is paid up to
- ❖ Deposit for property
- ❖ Confirmation if the Deposit has been paid

If the tenants are new, what date will their tenancy start?:

dd/mm/yyyy

If they are existing tenants, what date did they move in to the property?:

dd/mm/yyyy

Date rent is paid up to (must be completed for existing tenants):

dd/mm/yyyy

Deposit for the property?:

0.00

Has the deposit been paid?:

Please fill in all fields. Failure to do so may result in delays to the application.

Landlord Signatures

❖ Review all Terms, Conditions and Declarations
❖ Signatures Required
❖ Date of submission

Signed Name 1:

Signature

Print Name 1:

Company Name 1:

Date 1:

dd/mm/yyyy	

Signed Name 2:

Signature

Print Name 2:

Company Name 2:

Date 2:

dd/mm/yyyy	

Uploads

❖ View uploaded Documentation Submitted

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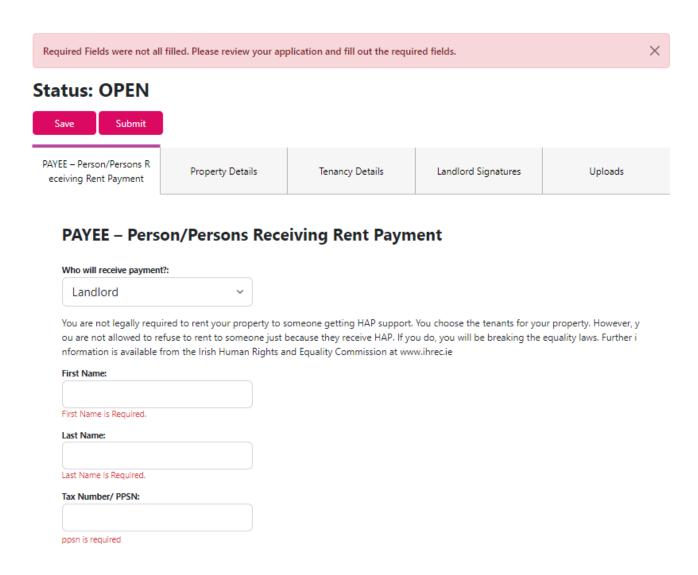
Reason for Rejections

❖ Required Fields were not all filled in.
❖ Insufficient information submitted
❖ Missing documentation
❖ Local Authority rejection

Required Fields were not all filled. Please review your application and fill out the required fields.   ✕

Status: OPEN

Save   Submit

PAYEE – Person/Persons Receiving Rent Payment	Property Details	Tenancy Details	Landlord Signatures	Uploads

PAYEE – Person/Persons Receiving Rent Payment

Who will receive payment?:

Landlord ⌄

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First Name:

First Name is Required.

Last Name:

Last Name is Required.

Tax Number/ PPSN:

ppsn is required

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Queries on HAP application

❖ For any queries please refer to the accompanying video on documents type and information requirements

❖ Contact the HAP section of your local authority