







HAP SSC

HAP Online Portal for Landlords







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>

Subject: [EXTERNAL]HAP Application

Dear Sir/ Madam.

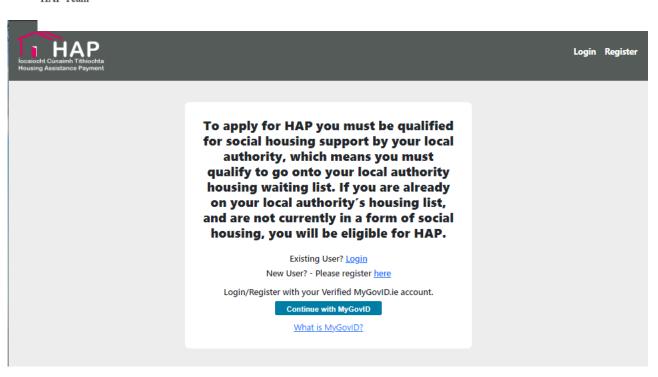
I am writing to notify you that a HAP application for property has been submitted and you are required to complete the landlord section and submit the details to HAP.

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

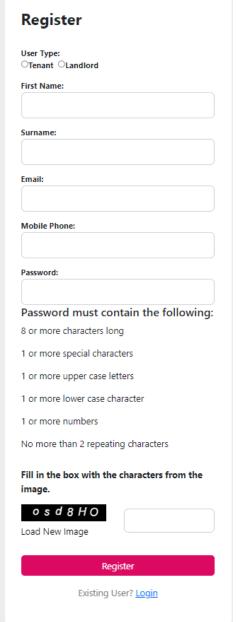






Register as a new Landlord

- Select user type: Landlord
- **Full Name**
- Email
- **Contact Number**
- **Password**
- Register





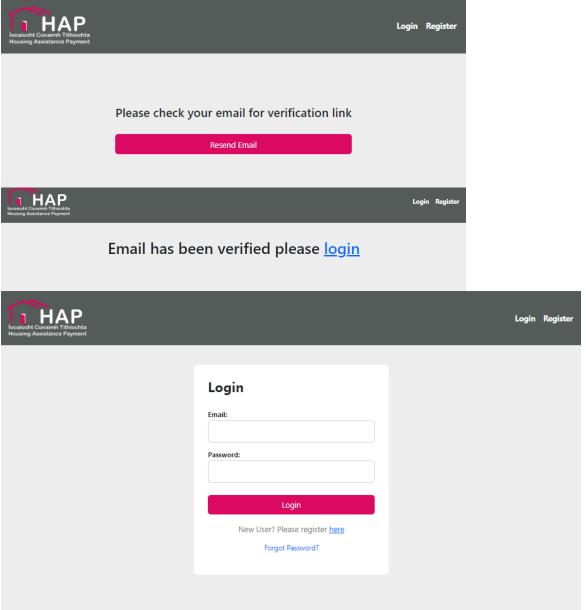






Register as a new Landlord

- **Email Verification Link**
- **Email Verified login**
- Login using details submitted when registering



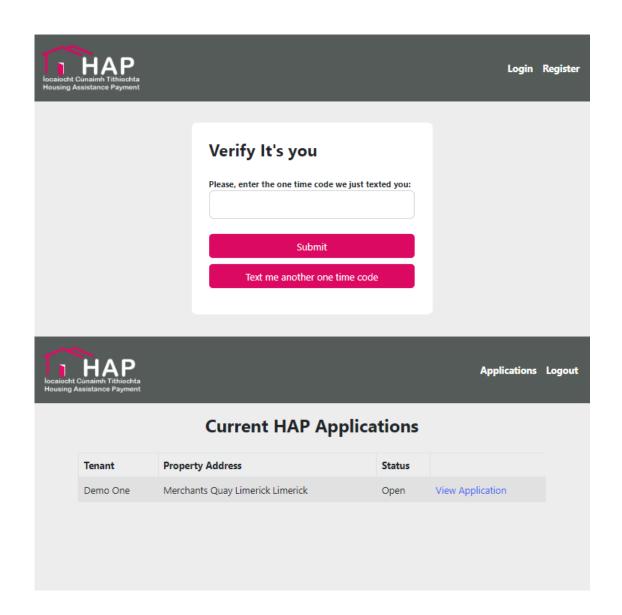






Register as a new Landlord

- 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



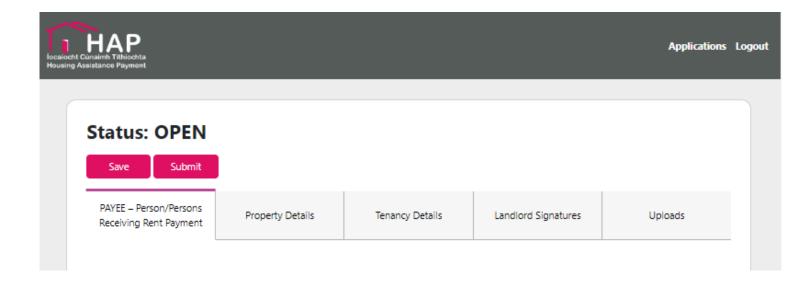






Online Portal Application

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



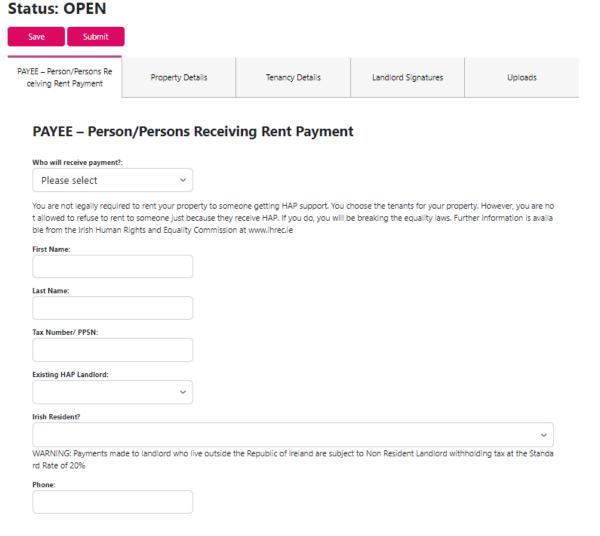






PAYEE-Person/Persons Receiving Rent Payment

- Who will receive payment?
- Name
- Tax Number / PPSN
- **Existing HAP Landlord**
- Irish Resident Status
- **Contact Number**



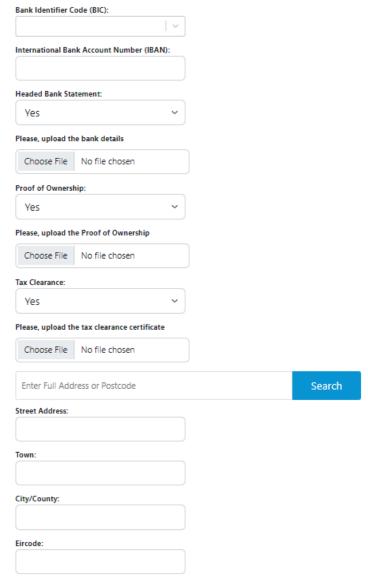






PAYEE-Person/Persons Receiving Rent Payment

- 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









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 an d standards. You can find out more about these standards on the housing section of the Department of Housing, Planning and Local Government webs ite, www.housing.gov.ie. Enter Full Address or Postcode Search Street Address: City/County: Eircode: Local Property Tax Identification (LPT): PAYEE Details: Is an agent receiving HAP Payment?: Property Landlord is Property Owner?: Is the property jointly owned: If the landlord is receiving payment, are all owners listed on the bank account?





Status: OPEN



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

| Save | Submit | | | | |
|------------|-----------------------------|----------------------------------|------------------------------------|------------------------------------|---------------------------|
| | on/Persons R ent Payment | Property Details | Tenancy Details | Landlord Signatures | Uploads |
| Tena | ncy Det | ails | - | | |
| | Tenant or Tenan | | | | |
| Is there a | a family relations | ship between the tenant or tenar | nts and the landlord or landlords? | <u>:</u> | |
| Total nui | mber of bedroon | ns in the whole property: | | | |
| Property | Туре: | | <u> </u> | | |
| Is the Pro | operty shared? F | or example, are there other hous | seholds living in the same proper | | |
| What is t | the monthly rent | for the whole property? Rent do | pes not include bin (refuse) charg | es, management fees, utility bill: | s or car-parking charges: |
| 0.00 | | | | | |
| Is there | or will there be a | tenancy agreement for this prop | perty?: | | |
| 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

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| ed for existin | g tenants): |
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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

| Signature | |
|-----------------|--|
| Print Name 1: | |
| Company Name 1: | |
| Date 1: | |
| dd/mm/yyyy | |
| Signed Name 2: | |
| Signature | |
| Print Name 2: | |
| Company Name 2: | |
| Date 2: | |
| Date 2. | |

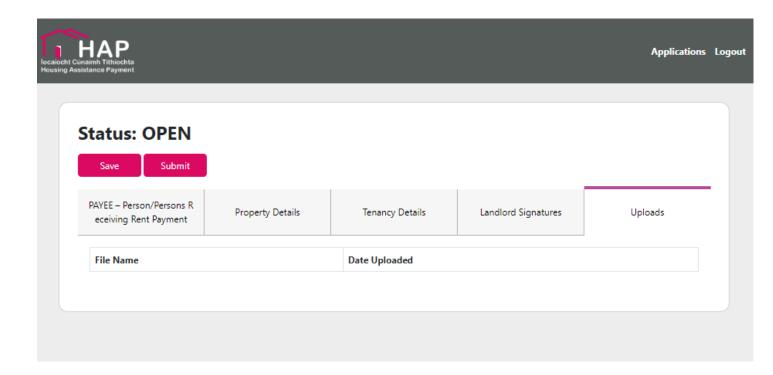






Uploads

View uploaded Documentation Submitted



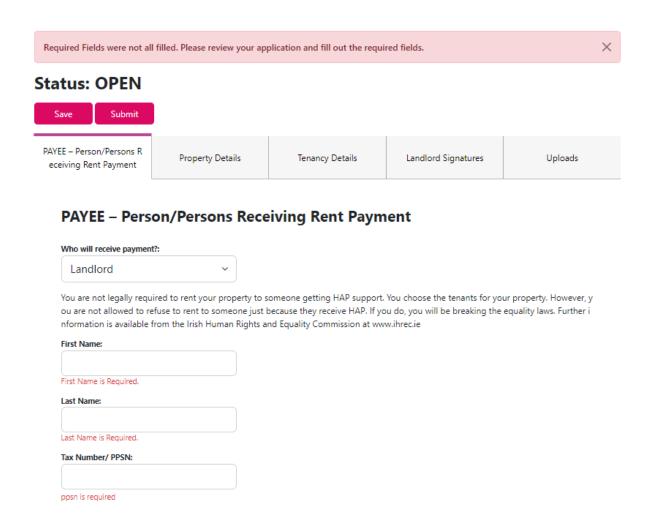






Reason for Rejections

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









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

