



COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL

Sligo.



HAP SSC

HAP Online Portal for Tenants



Portal Registration

- ❖ Applying for Housing Assistance Payment
- ❖ Register Tenant Portal
- ❖ Please note that you will need to first register on the Portal if you have not previously registered.
- ❖ Existing Tenant
- ❖ New Tenant
- ❖ MyGovID verified accounts

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 Tenant

- ❖ Select user type: Tenant
- ❖ 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

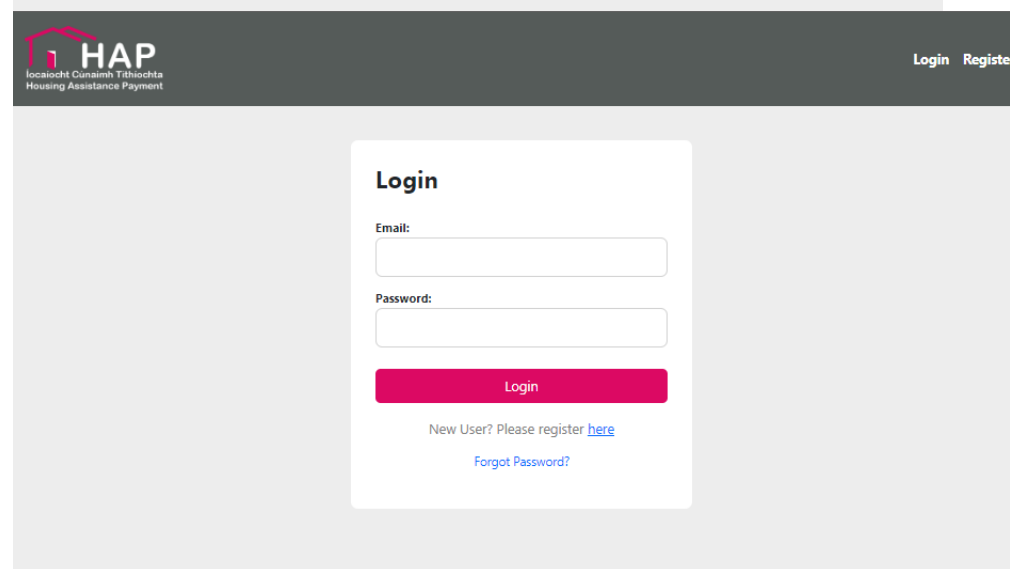
Register

Existing User? [Login](#)



Register as a new Tenant

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





Register as a new Tenant

- ❖ Each time you log in you will be sent a passcode by text message which is required to verify your identity
- ❖ Select New Application

The screenshot shows the HAP website interface. At the top, there is a dark grey header with the HAP logo on the left and 'Login Register' on the right. Below the header is a white box titled 'Verify It's you' containing a text input field and two buttons: 'Submit' and 'Text me another one time code'. Below this is another dark grey header with the HAP logo on the left and 'Applications Logout' on the right. At the bottom of the page is a large pink button labeled 'New Application'.



Online Portal Application

- ❖ Application Details
- ❖ Household Income
- ❖ Household members
- ❖ Property to Rent
- ❖ Declaration
- ❖ Uploads

HAP
Íocaíocht Cúnaimh Tithíochta
Housing Assistance Payment

Applications Logout

Status:


Cancel Save Submit

Application Details Household Income Household Members Property to Rent Declaration Uploads



Application Details

- ❖ Local Authority you are applying to - please select DRHE if applicable
- ❖ Your Social housing reference number.
- ❖ Tenant type, please confirm either single or joint. If joint application is selected, please populate the relevant fields

Applications Logout

Status:
[Cancel](#) [Save](#) [Submit](#)

Application Details	Household Income	Household Members	Property to Rent	Declaration	Uploads
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Application Details

Local Authority you are applying to?

To apply for HAP you must be on your local authorities housing waiting list. You cannot proceed any further until you have your housing reference number.

Social Housing Reference Number:

Tenant Type:

Your e-mail and mobile phone number are required as you may be contacted by the local authority directly about your HAP application and if successful by the HAP Shared Services Centre about your HAP payments, including by SMS text message



Application Details *Continued*

- ❖ PPSN
- ❖ Your full name
- ❖ Gender
- ❖ DOB
- ❖ Phone no
- ❖ Email
- ❖ Full address including Eircode

PPSN:

First Name:

Last Name:

Gender:

DOB:

Phone No.:

Email:

Enter Full Address or Postcode

Search

Street Address:

Town:

City/County:

Eircode:



Household Income

- ❖ Income details
- ❖ Proof of Social Welfare payments
- ❖ Evidence of any maintenance payments been made or received

Household Income

please give the latest details about your net income (income after deductions like income tax, Universal Social Charge and PRI and all the net income of all the people in your household. Your household means you and any other people listed on your housing application. Some members of your household may get income from two or three places, for example, a maintenance payment, a one parent family payment and some wages. Include each income separately in the table below, Please attach documents which show the income for all household members, such as

- proof of social welfare payments
 - evidence of any maintenance payments that you are making or are being paid (for example, legal documents or bank statements which show payments)
 - a letter from school or college confirming if any household member is over 18 and in full-time education
- You don't need to give us any details for other tenants who share your property if they are not part of your household.

DSP:

Maintenance:

Other:

Salary:

Total:

Attach Documents

File Name

 No file chosen

Document Type:

 ▾

To upload documents, please choose a file and select a document type. Then, press the save button at the top of the page. When uploaded, the file will appear in the uploads tab to the right of the screen.

If uploading additional documents, please repeat the above process.



Household members

- ❖ Add Household Members
- ❖ Name
- ❖ Date of Birth
- ❖ Relationship to you
- ❖ PPSN
- ❖ Confirm if over 18 and in education
- ❖ Custody, Guardianship or fostering arrangement in place
- ❖ Submit documentation as required

Application Details Household Income **Household Members**

Household Members

No. of Children/Dependants/Other household members:

[Add Household member](#)

Name

Household Member

First Name:

Surname:

DOB:

Relationship to you:

PPSN:

If over 18, is this person in fulltime education?:

If not attending school/college income details will be required for all household members over 18.

Do you have a custody, guardianship or fostering arrangement in place?:

[Close](#) [Save](#)



Property to Rent

- ❖ Eircode or full address
- ❖ Confirm any family relationship to Landlord
- ❖ Bedrooms in property
- ❖ Is the property shared
- ❖ Monthly rent for the whole property
- ❖ Date you moved in
- ❖ Date rent paid up to
- ❖ Are you receiving rent supplement

Property to Rent

Enter Full Address or Postcode

Address Street:

Town:

City/County:

Eircode:

Is there a family relationship between you or the people in your household and the landlord or landlords?:

Total number of bedrooms in the whole property:

Is the property shared?:

Monthly rent for the whole property (Rent excludes bin (refuse) charges, management fees, utility bills or car-parking charges):

If you are living in the property, what date did you move in?:

If you are living in the property, to what date is your rent paid?:

Are you receiving rent supplement?:

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

Declaration

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

Full Name:

Signature

Date:

dd/mm/yyyy



Landlord/Agent Email:

Completing the HAP application form is not a guarantee that the HAP payment will cover your monthly rent. If you start your tenancy before your HAP application is approved, you will have to pay the rent until your payments start. **Rent paid by tenants to landlords is NOT REFUNDED by HAP**




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Uploads

- ❖ View uploaded Documentation Submitted

Applications Logout

Status: OPEN

[Save](#) [Submit](#)

PAYEE – Person/Persons Receiving Rent Payment	Property Details	Tenancy Details	Landlord Signatures	Uploads
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File Name	Date Uploaded
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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

[Cancel](#) [Save](#) [Submit](#)

[Application Details](#) [Household Income](#) [Household Members](#) [Property to Rent](#) [Declaration](#) [Uploads](#)

Application Details

Local Authority you are applying to?
Kildare (North Area) County Council ▼

To apply for HAP you must be on your local authorities housing waiting list. You cannot proceed any further until you have your housing reference number.

Social Housing Reference Number:

Tenant Type:
 ▼
Tenant Type is required

Your e-mail and mobile phone number are required as you may be contacted by the local authority directly about your HAP application and if successful by the HAP Shared Services Centre about your HAP payments, including by SMS text message

PPSN:

PPSN is required

First Name:

First Name is required

Last Name:

Last Name 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

