



**COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL**

Sligo County Council Housing Telephone: 071 9111111

Housing Office, County Hall, Riverside, Sligo

www.sligococo.ie

e-mail housing@sligococo.ie

Application for Permission to Reside in a Rental Accommodation Scheme (RAS) Property & Inclusion on Household Rent Account

Please read carefully and answer all relevant questions. The application form must be signed.

Where a person is seeking permission to reside in a RAS property and inclusion on a rent account the following will apply:

1. The **Tenant** must complete **Part 2** of the application form. **The Applicant** (person wishing to reside in a RAS property) must complete **Part 1** of the application form.
2. The written approval of the existing tenant(s) must be given. (Please note the Tenant(s) may be held responsible for the actions of any member of the household which may result in a termination of tenancy).
3. The written approval of landlord permitting the applicant(s) to reside in the RAS property.
4. The property must be suitable to meet the housing needs of the household. In cases where the inclusion of a person (s) may lead to conditions of overcrowding within the property, the Council may decide to refuse the application.
5. The Council will examine each application and the decision of the Council will be confirmed in writing to the current tenant(s).
6. The Rent Account of the tenant(s) must be assessed, up to date and be clear of any arrears. **If you have rent arrears, please make arrangements to repay them.** Please note that any person included on your rent assessment will not be removed from the assessment unless and until satisfactory documentary evidence is provided.
6. Permission to reside in a RAS property or inclusion on a rent account does not in any way give the applicant the right to succeed to the tenancy of the dwelling. The acceptance of this form by Sligo County Council for consideration does not in any way imply that consent has been granted to the applicant to reside in this dwelling. Approval or refusal to reside will be given in writing to the Tenant(s).

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Privacy Statement, please follow the following link

<http://www.sligococo.ie/media/SligoCountyCouncil2015/Policies/Downloads/Data%20Privacy%20Statement%20Sligo%20Co%20Council.pdf>



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Checklist of information to be included with your application

Please ensure that you fully complete and sign the application form.

Please ensure that you submit the following documentation if it is relevant in your case:

1. Birth Certificate for person listed on application. Yes
2. Confirmation of Permanent Residency Status Yes N/a
(It is necessary to submit copy of letter from the Department of Justice, it is not adequate to present Stamp 4 card only)
3. Copy of Marriage Certificate (where relevant) Yes N/a
4. Copy of Separation or Divorce Agreement (where relevant) Yes N/a
5. Evidence of Income for both Applicant & Tenant & all persons residing in the dwelling Yes
(Please submit 2 recent consecutive payslips or Receipts / letter from Department of Employment Affairs & Social Protection)
6. Proof of present address of applicant Yes
(i.e. utility bill/bank statement/tenancy agreement etc addressed to the applicant at their current address within the last six months)
7. Photo I.D. i.e. copy of passport/driving licence of applicant Yes N/a
8. Interview Declaration – Access to Information Form must be signed in all cases in respect of all applicants over the age of 18 years.

You may be asked for further documentation or clarification when processing your application.



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PART 1 – FOR COMPLETION BY APPLICANT

(The applicant is the person seeking permission from the Council to reside in a RAS property)

Applicant Details	
Name Passport Size Photograph(s) must be attached	_____
Current Address	_____ _____ _____
Contact Phone No.	
PPSN	
Date of Birth Please enclose your Birth Certificate	
Address of RAS House in which you wish to reside?	_____
Name of Tenant(s) at this Property?	
What is your relationship to above named tenant(s)?	
Why do you wish to live in this house?	_____ _____
Do you intend to occupy this property as your normal place of residence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
When do you intend to take up occupation in the RAS House?	
If you are already residing in the RAS House please provide the date when you moved in	



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<p>What is your Marital Status?</p> <p>If you are married please provide a copy of your marriage Certificate; if you are separated or divorced, please provide a copy of your separation or divorce agreement</p>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Co-habiting Separated / <input type="checkbox"/> Divorced <input type="checkbox"/> Other – please specify: _____			
<p>What is your Citizenship Status?</p> <p>Non-EU Citizens must provide a copy of the letter granting residency</p>	<input type="checkbox"/> Irish Citizen <input type="checkbox"/> EU Citizen <input type="checkbox"/> Non-EU Citizen			
<p>Please indicate your employment status (Please tick the box)</p> <p>Please note that you must provide up to date evidence of your income: 3 Recent consecutive Payslips / Social Welfare Receipt/Bank statement etc</p>	<input type="checkbox"/> Employed (full or part time) <input type="checkbox"/> Employed in back to work/FAS scheme <input type="checkbox"/> Self-Employed <input type="checkbox"/> Lone Parent / Unemployed (and receiving Social welfare) <input type="checkbox"/> Pensioner/Retired <input type="checkbox"/> Student <input type="checkbox"/> Other, Please specify _____			
<p>Have you applied for housing with a Local Authority?</p> <p>Sligo County Council: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide Application Ref No: _____</p> <p>Other Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify where: _____</p>				
<p>Please state the name, date of birth & PPS Number of any other applicant (s) you wish to include in this application, their relationship to you & their weekly income if any.</p>				
Name	Date of Birth	PPSN	Relation to Applicant	Income per week €



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Please give all of the addresses at which you have lived in the last five years				
Address	Owned	Rented	Dates at Address	Reason for Leaving
_____ _____	<input type="checkbox"/>	<input type="checkbox"/>	From _____ To	_____ _____
_____ _____	<input type="checkbox"/>	<input type="checkbox"/>	From _____ To	_____ _____
_____ _____	<input type="checkbox"/>	<input type="checkbox"/>	From _____ To	_____ _____
_____ _____	<input type="checkbox"/>	<input type="checkbox"/>	From _____ To	_____ _____
_____ _____			From _____ To	_____ _____
_____ _____			From _____ To	_____ _____
_____ _____			From _____ To	_____ _____
_____ _____			From _____ To	_____ _____
_____ _____			From _____ To	_____ _____
_____ _____			From _____ To	_____ _____



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Were you ever housed by Sligo County Council? Yes: No:

If yes, please state address: _____

Period of tenancy: _____

Reason for leaving: _____

Did you ever live in Local Authority Accommodation in Ireland or the UK? Yes: No:

If yes, please state address: _____

Period of tenancy: _____

Reason for leaving: _____

Do you presently own any property (whether purchased or inherited) in Ireland or elsewhere i.e. house, land etc.?
 Yes No If yes, please give details: _____

Have you ever in the past owned any property (whether purchased or inherited) in Ireland or elsewhere i.e. house, land etc.?
 Yes No If yes, and you no longer own this property, please give details:

Other Information

Do you, or any of the other persons listed on this application form, have any criminal convictions or any charges pending?
 Yes No

If yes, please give name of each person and details of charges:



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Is there any other information you wish to give which is relevant to your application for Permission to Reside / Inclusion on the Household Rent Account?

I hereby declare that the information supplied on this application form is correct and I grant permission to Sligo County Council to carry out any checks necessary in the processing of this application. (Attached interview declaration form must be signed and attached to this application)

I understand that permission to reside or inclusion on the rent account does not in any way give me the right to succeed to the tenancy of the dwelling.

Signature of Applicant: _____ **Date:** _____



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PART 2 – FOR COMPLETION BY TENANT(S) OF PROPERTY

Tenant's Name: _____ Contact Number _____

Joint Tenant's Name: _____ Contact Number _____

I/We hereby request permission for: _____
(insert name of applicant)

to reside with me/us at: _____
(insert address of property).

Please state number of bedrooms in property: _____

Tenant's Current Weekly Income: _____ (Documentary evidence required)

Joint Tenant's Current Weekly Income: _____ (Documentary evidence required)

Please state the name, date of birth & PPS Number of all other household members currently registered as residing at this property. Documentary evidence of all sources of their income must also be provided.

Name	Date of Birth	PPSN	Relation to Applicant	Income per week €

I/We acknowledge that if the applicant named above is granted permission to reside in this property that their income from Employment and/or Social Welfare (if any) will be taken into account in the calculation of my/our weekly rent payable in relation to this property.

I/We further acknowledge that if the applicant named above is granted permission to reside in this property that it will be subject to the applicant complying with the tenancy conditions as signed for by me/us the tenant (s).

I/We, being the tenant(s) of the property referred to above, hereby agree to the inclusion of _____ on my/our rent account subject to the approval of Sligo County Council and in accordance with the current Differential Rent Scheme.

Signed: _____ (Tenant) Date: _____

Signed: _____ (Joint Tenant) Date: _____

For official use only
iHouse Ref: _____

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Sligo County Council Housing Tel: 071 911-1111

ACCESS TO INFORMATION

I/We hereby authorise Sligo County Council to have access to, share and process all data, including sensitive data, in relation to myself/ourselves and/or occupants or prospective occupants of my/our household, which may be recorded or held by another Housing Authority, Statutory and/or Voluntary Bodies, The Criminal Assets Bureau, An Garda Síochána, General Practitioners/Consultants, the Health Service Executive [HSE], Túsla, Department of Employment Affairs & Social Protection, current/previous Landlords, Approved Housing Body or other relevant Body for the purposes of preventing or detecting fraud and in carrying out its functions under the Housing and other relevant Acts.

The Housing Authority may also process this data for research purposes including the forward planning and the assessment of housing needs in conjunction with the Department of Housing, Planning & Local Government.

Signature of Applicant: _____ Signature of Joint Applicant: _____
(where relevant)

Print Name: _____ Print Name: _____

Date: _____ Date: _____

For Official Use only

Signature of Housing Staff Member _____

Date: _____

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