



**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 to Remove a Person from a Joint Tenancy – RAS Property

Checklist of documentation to be included with your application

1. Proof of new address for person to be removed from the joint tenancy (e.g. Declaration of Payments Statement from Department of Social Protection, utility bill/bank statement/tenancy agreement etc addressed to the person at their new address)
2. Letter from Landlord advising that the person no longer resides in the RAS Property
3. Evidence of Income for all persons continuing to reside in the dwelling (e.g. Declaration of Payments Statement from Department of Social Protection, 3 recent consecutive payslips).
4. Application form must be signed by both parties i.e. Person to be removed from the tenancy to complete Part 1 & Person remaining in the tenancy to complete Part 2.
5. Signed Declaration from both parties confirming responsibility, consent and agreement with regard to repayment of any rent arrears on the joint rent account including
 - (a) Receipt of rent arrears paid and or
 - (b) Copy rent arrears repayment agreement with the Council's Finance Section.
6. Sligo County Council may request any further information it deems necessary to complete and process your application.

Return to: Housing Section Sligo County Council County Hall Riverside, Sligo	Tel (071) 911 1231 or 911 1209 housing@sligococo.ie www.sligococo.ie
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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/gdpr/SligoCoCo_DataPrivacyStatement.pdf



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IMPORTANT INFORMATION

1. An application may be excluded from consideration if false information is supplied or relevant information is withheld.
2. An applicant who makes a statement in writing which to his/her knowledge is false or misleading, shall be guilty of an offence and shall be liable on summary conviction to a fine in accordance with the Housing Acts.
3. Failure to provide any documents could mean that Sligo County Council will not be under a duty to re-house said person or reduce the rent of the remaining tenant.
4. Transfer of Tenancy applications will only be considered where the Rent Account is up to date.
5. Sligo County Council will check the rent account before releasing said person from the Tenancy Agreement as they are jointly responsible for the rent prior to their departure date. In the event that there are arrears on the rent account, arrangements must be made to repay these before the Council will release the said person from the Tenancy Agreement. Each tenant must agree to pay their respective share of the arrears or alternatively the parties may agree between themselves that one tenant will take responsibility for the payment of the entire arrears that have accumulated during the period of joint tenancy.
6. Where a joint tenant wishes to surrender his/her interest in a RAS tenancy, a formal letter from the landlord must be submitted confirming that the said person no longer resides in the RAS Property. Please be advised that Sligo County Council will carry out any checks it considers necessary in order to verify conditions.
7. Where a joint tenant wishes to surrender his/her interest in a RAS tenancy he/she must provide certified evidence of where he/she intends to live e.g. Declaration of Payments Statement from Department of Social Protection demonstrating that his/ her welfare benefits have transferred to the new address, tenancy agreement, utility bill etc.,.
8. Where an application for a transfer of tenancy is sought by reason of separation the relevant Surrender/Separation Agreement must be attached to your application form.
9. Section 15(2) of the Housing (Miscellaneous Provision) Act, 1997, also provides that a Housing Authority may request from another Housing Authority, the Criminal Assets Bureau, the Garda Síochána, the Department of Social Welfare, the Health Service Executive, or a Voluntary Housing Body, information in relation to any person seeking a house from the Authority or whom the Authority considers may be or may have been engaged in anti-social behaviour and notwithstanding anything contained in any enactment, such other Housing Authority other organisation listed above may provide the information to the Housing Authority requesting it.



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PART 1 – FOR COMPLETION BY PERSON TO BE REMOVED FROM THE TENANCY

Tenancy Address		
Tenancy granted in the names of	Tenant 1	Tenant 2
Name of tenant to be removed from tenancy		
Address where this person intends to live	_____	
What is your relationship to above named tenant?		
Why do you wish to be removed from this tenancy, please give reason(s)?	_____ _____	
Please confirm the date you vacated this RAS dwelling?		
Name of remaining tenant seeking transfer of tenancy?		
Please confirm your contact telephone details?		
Are there rent arrears on your joint rent account?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Amount of rent arrears on your joint rent account?	€ _____	
Please state your intentions with regard to payment of your share of the rent arrears.		

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.

Signature of person to be removed from the tenancy: _____

Print Name _____

Date: _____



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**PART 2 – FOR COMPLETION BY TENANT APPLYING FOR TRANSFER OF TENANCY
(the person wishing to remain in the dwelling)**

Tenant's Name: _____

Contact Telephone Number: _____

E-mail Address: _____

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

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

Are there rent arrears on your joint rent account, Yes No

If yes, please state your intentions with regard to the payment of your share of these arrears _____

I hereby declare that the foregoing information is correct, and apply to Sligo County Council for a transfer of tenancy. I am prepared to pay rent in accordance with the Council's Differential Rent Scheme, in the event that my application is successful.

Signed: (Tenant) _____

Date: _____

Print Name _____