



Telephone: (059) 9170362/9170369 Housing Department, Tullow Civic Offices, Tullow, Co. Carlow.

Rental Accommodation Scheme Application Form for Inclusion in Scheme

CHECKLIST:

Applications **WILL NOT** be accepted unless the following information is attached:

1. **Photo ID**
2. **Proof of Income for all parties**
3. **Letter from Community Welfare Office stating on rent allowance over 18 months**
4. **Reference number confirming place on housing list**
5. **PPS No.**
6. **Application form is fully complete and signed.**

RAS REF	_____	HWL REF	_____
		(Housing List Ref. No)	
Name(s)* (1)	_____		
	Please enclose photo ID		
(2)	_____		
	Please enclose photo ID		
Address	_____		

Tel No.	_____		
Email	_____		

PLEASE NOTE: APPLICANTS FOR HOUSING SUPPORTS UNDER THE R.A.S. SCHEME MUST BE IN RECEIPT OF RENT SUPPLEMENT FOR 18 MONTHS, AND MUST BE INCLUDED ON THE COUNCIL'S LATEST HOUSING LIST.

1. HOUSEHOLD INFORMATION (To be completed in respect of all household members)

Name	PPSN	Date of Birth	Relationship to Applicant	Weekly Income & Source*	Nationality *

* Please bring proof of income - and of nationality where necessary.

Status (Single/ Separated/ Children)

Special Needs (medical/ disability)

2. PRESENT ACCOMMODATION

Current Address _____

Dates of Tenancy _____

Name of Landlord _____

Address of Landlord _____

Contact number: _____

Does relative or other own property? _____

House type & Description (no of Bedrooms/ Sitting Room/ Kitchen/ Bathroom/ Garden):

Is accommodation shared? **YES / NO**
If yes, with whom?

Weekly Rent _____

Weekly Rent Subsidy _____

Contribution of Applicant _____

Details of lease agreement (for how long etc.) _____

Do you have a Rent Book? _____

Was a deposit paid? Who was it paid to? What contribution did you make?

Are bills for the ESB, Gas, and heating costs in the name of the tenant or landlord?

Are other costs, for example electricity, gas, oil, cable, and refuse collection included in the cost of the rent? If so, how much?

3. PREVIOUS ACCOMMODATION HISTORY

Where have you lived in the last 5 years and why have you left that accommodation?

Have you or anyone mentioned on this form previously owned property or site? **YES / NO**

Do you or anyone mentioned on this form presently own property? **YES / NO**

If **yes**, give details.

4. SUITABILITY OF EXISTING ACCOMMODATION TO MEET TENANTS HOUSING NEEDS

Do you wish to stay in your present accommodation on a long-term basis (subject to landlord agreement)?

Do you wish to stay in your present accommodation until the Local Authority offers accommodation (subject to landlord agreement)?

Do you wish to move from your present accommodation and rent privately elsewhere? If so, where and for what reason?

5. Applicant(s) Preferred Areas for Housing

1.	2.
3.	4.

What links do you have with Preferred Areas? Family/ Indigenous/ Friends/ Work (Former/ Current/ Seeking) etc.

6. Other Information

Have the applicant(s) ever been convicted or are charges pending in respect of matters relating to Anti-Social Behaviour or any Public Offences? **YES / NO**

If yes, request details

For Office Use Only

Is the RS Recipient on the Local Authority Housing List? **YES/NO**

ID checked **YES/NO**

If not, do they wish to apply for Local Authority Housing? **YES / NO**

Was the transfer to Differential Rent Scheme explained? **YES/ NO**

Was implication of anti-social behaviour by applicant explained? **YES/ NO**

7. Additional Information

Please read this declaration carefully and sign and date it when you are satisfied that you understand it. **Please note that applications will only be Accepted when they have been signed.**

Collection and use of data:

Carlow County Council will use the data which you have supplied to assess and administer your application for accommodation under the Rental Accommodation Scheme. Data may be shared with other public bodies for the purpose of prevention or detection of Fraud.

Carlow County Council may also process this data for research purposes including in forward planning in the assessment of housing needs in conjunction with the Department of the Environment, Heritage and Local Government.

Declaration:

I/We declare that the information and particulars given by me/us on this application are true and correct.

I/we understand that the provision of any false or misleading statements may lead to the application being cancelled. Carlow County Council reserves the right to exclude an applicant from consideration for housing under the Rental Accommodation Scheme if he/she supplies false information or withholds relevant information on this form or at subsequent interviews.

I/we undertake to notify Carlow County Council immediately should there be any change from the information provided or in my/our circumstances.

I/ We authorise the Housing Authority to make whatever enquiries it considers necessary to verify this information.

I/We understand that the information given will be shared with the Health Services Executive.

Signed: _____ Date: _____
Applicant One

Signed: _____ Date: _____
Applicant Two

Signed: _____ Date: _____
Local Authority Official