**Comhairle Contae
Fhine Gall**
Fingal County
Council

Notification of Social Housing Assessment 2019

Fingal County Council is currently preparing a Social Housing Assessment Summary in accordance with Section 21 of the Housing (Miscellaneous Provisions) Act 2009.

All Local Authorities are required by the Department of Housing, Planning and Local Government to complete this assessment for all persons who have applied for social housing support.

The purpose of the Assessment is to capture the total number of households qualified for social housing support across the county whose social housing need is not being met, in order to understand the level of need for such support.

This Council is contacting certain applicants who have applied for social housing support since 7th March 2018 to confirm that they still require social housing support. Each applicant must confirm their requirement to the Council by completing the assessment form which has been issued. Applicants who have applied before 7th March 2018 will not be written to as your file has recently been assessed so there is no need to contact the Council unless there is a change in circumstances.

Transfer applicants, HAP and RAS tenants are **not** included in this assessment.

Please return your form **no later than Friday 24th May 2019** to ensure that your application is included in this assessment.

Forms can be returned by post in the pre-paid envelopes provided, or placed in the drop box available at the following locations:

Fingal County Council, Civic Offices, Grove Road, Blanchardstown, Dublin 15, D15 W638
Opening Hours: Monday to Thursday 9.30am to 4.30pm Friday 9.30am to 4pm
<div align="center">OR</div>
Fingal County Council, County Hall, Main Street, Swords, Co. Dublin, K67 X8Y2
Opening Hours: Monday to Thursday 9am to 5pm Friday 9am-4.30pm

<div align="center">OR</div>
Balbriggan Fingal County Council Office, 2nd Floor, Town Hall, Georges Square, Balbriggan, K32 X597

Opening hours: Monday to Thursday 9am to 5pm Friday 9am to 4.30pm ***Closed from 1pm to 2pm***

All forms returned to the Council will be assessed to ensure that each applicant has a continuing need for social housing support. It is most important that forms are **completed in full** with all relevant information.

If an applicant no longer requires social housing support or is no longer eligible their file will be closed.

It will be assumed that applicants who do not return their Social Housing Assessment Forms are no longer interested/in need of social housing support and their file will be closed.

List position letters will be issued in the Autumn to all eligible housing applicants following full completion of the Social Housing Assessment 2019.

Fingal County Council would like to thank you in advance for your co-operation.

Additional information –

*Please provide a contact phone number and email address on the assessment form so we can contact you if we need to gather further information. Please ensure this office always has a current contact phone number for you.

*Income details should be provided for **all persons** in employment and/or in receipt of a payment from the Department of Social Protection including Working Family Payment (WFP) previously known as Family Income Supplement (FIS). **All income** including maintenance payments must be included on the form.

*Please note you may select one area of preference if there is only one area in which you wish to be housed (however it should be noted that this may add to your waiting time on the list). The MAXIMUM number of areas you may select is 3. If you select 3 areas you may be made an offer in any of the 3 areas when you reach the top of the list so careful consideration should be given to your choices.

*Please take the time to complete the form so all written information is clearly marked on the form so we can update your assessment as quickly as possible.

DOCUMENTS WHICH MAY BE REQUIRED	
- These may apply to you if your circumstances have changed recently/since you applied or since you last updated your information with the Council. - We may need you to submit further documentation and we will tell you about this as quickly as possible if needed.	
For all households – details of current residence must be completed in full on the assessment form	- Proof of current address – lease agreement (if you live in private rented accommodation and you have not already provided the lease agreement - Details of monthly rent payment if applicable - Details of rent supplement payment if applicable (You **must clearly state** on the form if you are residing in private rented accommodation with **OR** without a rent supplement payment - You must state how many bedrooms are in the property in total - You must state how many bedrooms are available to you and any person/s who are part of your application for social housing support
Any new household members (e.g. new babies)	Birth Certificate

	• PPSN
Any recent Marriages or Civil Partnerships	• Marriage/Civil Partnership certificate
Any household member in employment	• Latest P60 • 6 most recent payslips
Any household member in self-employment	• 2 years of accounts
Any household members in receipt of social welfare payment	• Information from the Department of Social Protection on **ALL** current social welfare payments (payment names and amounts including Working Family Payment, Back to Work Allowance etc)
Any household member who is a non-EEA national	• A copy of the latest GNIB card • A copy of the latest Stamp endorsement on the passport
Any recent legal separation or divorce	• Copy of the agreement
Any recent custody arrangement	• Document which sets out the arrangements
Any recent maintenance arrangements	• Document which sets out how much maintenance is received
Disability/Medical Condition (details should be given for ALL household members with a disability) **Multiple disabilities may be selected if applicable.** **Please provide as much detail as possible to ensure your application is up to date**	• Detailed GP or Medical Consultant's Certificate specifying the nature of the disability or medical condition and indicating whether the condition is degenerative (if not already provided) • Occupational Therapist's report in respect of any specific accommodation requirements (if not already provided)