



Tenancy Address

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A/c No: \_\_\_\_\_ UPRN: \_\_\_\_\_

**Rent Assessment Form (RAF) – Only complete and return where your rent assessment is based on incorrect or incomplete information**

I/We certify that the information shown below is complete and correct and that all residents and all incomes in the dwelling are recorded below. I/We authorise and give authority to the Council to seek and receive any information which the Council may require from my/our employer's or from the Revenue Commissioners and Dept. of Social Protection or from any other source in relation to household income. I/We have read the checklist on the Rent Assessment Form and have included all applicable documentation and am/are aware that the inclusion of any false or misleading information, or deliberate exclusion of vital information, could leave me/us open to prosecution.

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Please complete for all household members – Tenants and Occupants**

Full Name	Date of Birth	Social Welfare PPS. No	Occupation	Weekly Income if applicable	Breakdown if more than 1 income	Documentation provided

**Please see overleaf for checklist**



**Return Address – Fingal County Council, Rent Account Management Section, Grove Road, Blanchardstown, Dublin 15 Eircode:D15 W638**

**Rent Assessment Form (RAF) - CHECKLIST OF DOCUMENTS - ENSURE ALL DOCUMENTS FOR PROOF OF INCOME ARE SUBMITTED**

***Note: For 2019 and onwards, the P60, P45 and P21 have been replaced by Revenue documents available online – Please see the Revenue website via My Account to access your Employment Detail Summary, Statement of Liability, Cease Date information, Pay and Tax Details Year to Date.***

**ALL EMPLOYMENT AND EMPLOYMENT PENSIONS FOR THOSE 18 YEARS OR OVER, WHICH MUST BE INCLUDED WITH THE RENT ASSESSMENT FORM:**

- Employment Detail Summary** for 2019 for each member of the household employed, for each employment held during the year, available via *My Account* on *Revenue.ie*
- Proof of **Start** or **Cease Date** if you changed job or are no longer employed, available via *My Account* on *Revenue.ie*
- Pay and Tax Details Year to Date** for a new job available via *My Account* on *Revenue.ie*

**SELF-EMPLOYED FOR THOSE 18 YEARS OR OVER, WHICH MUST BE INCLUDE WITH THE RENT ASSESSMENT FORM:**

- Current Notice of Assessment from the Tax Office.

**PERSON MOVING IN TO THE HOUSE, INOME DETAILS AND THE DATE THAT PERSON MOVED IN MUST BE INCLUDED WITH THIS RENT ASSESSMENT FORM:**

- If a person has moved in, that person's income will be assessed for the weekly charge, this does not infer a right to reside. A separate request for permission to reside must be made in writing to the Estate Management section.

**PERSON MOVING OUT OF HOUSE/ REMOVE PERSON FROM RENT, DETAILS OF NEW ADDRESS AND DATE MOVED OUT TO BE INCLUDED WTH THIS FORM:**

- Proofs i.e. lease agreement; utility bill, bank statement, letters from Govt. Depts. showing new address and dated from when person moved out.

**STUDENTS: 18 years and older**

- Letter from school or college stating confirmation of full-time undergraduate education;
- Documentary evidence of employment / social welfare income where applicable, also required.

**OTHER CHANGES IN HOUSEHOLD CIRCUMSTANCES**

- Marriage Certificate – if married in the last year
- Death Cert-for any member of the household who passed away
- Birth Cert- for a baby born to household

This information is sought for the purpose of Section 20 and Section 22 of the Housing (Miscellaneous Provisions) Act 2009, and Section 58 of the Housing Act 1966-2014 as amended and Section 31 Housing Act 2009 as amended and shall be used only for the purpose for which it is intended.

Tá an foirm seo ar fáil as Gaeilge ach glaoch ar 8905593/5132

**Please note that if you are a person on whom a Tenancy Warning has been successfully served nothing in this form shall operate to confer rights on you or affect the validity of such Tenancy Warning or in any way affect or be a waiver of the right of Fingal County Council to recover possession of the dwelling.**