



DOCUMENTS REQUIRED FOR YOUR HAP APPLICATION

Please ensure you have these documents saved to your device ready to upload during the process

For Tenants

Evidence of Income details for all household members not in full time education:

If you are employed you will be required to upload your **Employment Detail Summary (EDS)** for the previous year (available on the revenue website)

You will also be required to upload your last **3 payslips**

If you are in receipt of Social Welfare payments you will be required to upload **SW income statement OR SW receipt OR bank statement showing same.**

If you are in receipt of a private pension a **pension statement** or **bank statement** will be required.

If you are self-employed you will be required to upload a Chapter 4 Self Assessment Statement
Any other income stated on a **bank statement** will also be required.

If you are over 17 years of age and still in full time education a letter from your school or college is required, stating this.

You will also be required to upload Tenancy Agreement for the property at which HAP is required.

For Landlords/Agents

Proof of Ownership of the Property – e.g. Evidence of Payment of LPT, RTB Registration Letter, Land Registry Folio, Insurance Policy Schedule or Mortgage Statement.

Rent Pressure Zone Calculation (including for first time let)

Bank Header (which should match bank details supplied on application form)

Tax Clearance Certificate (must be supplied within 5 months)

Deed of Appointment if the property is in receivership

Copy of Will if the property is undergoing Probate