



APPLICATION FORM FOR A RENT REFUND

ACC No.: _____ **UPRN NO:** _____

NAME(S): _____

ADDRESS: _____

SIGNATURE(S): _____

CHANGE OF ADDRESS IF ANY:

DATE: ____/____/____

In order for this refund to be processed your Rent Account has to be correctly assessed. Please complete the enclosed Rent Assessment Form and return to this office, together with all income details and documents as set out on the Rent Assessment Form "Checklist of Documents".

Refund can only be processed when the correct rent amount is being charged and paid on your Rent Account.

METHOD BY WHICH YOU PAY YOUR WEEKLY CHARGE

POST OFFICE BILLPAY-POST OFFICE COUNTER

HOUSEHOLD BUDGET DEDUCTION

STANDING ORDER FROM YOUR BANK ACCOUNT

Refunds can only be paid through electronic funds transfer. Please fill in your bank/credit union details at the back of this form fully including *BIC* and *IBAN*.

**Please return to: - Fingal County Council, Housing Department,
Rent Section, 2nd Floor, Grove Road, Blanchardstown, Dublin 15.**



Rent Assessment Form

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 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.

Tenancy Address

A/c No: _____ **UPRN:** _____

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 | PPS. No | Occupation | Weekly Income (if applicable) | Additional information if more than one income. |
|-----------|---------------|---------|------------|-------------------------------|---|
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Return Address: Rent Account Management Section, Housing Department, Fingal County Council, Grove Road, Blanchardstown, Dublin 15, D15 W638.



Failure to complete this form in full or to provide the required additional information will result in the return of all documents received. Please use the checklists overleaf to ensure that you have supplied all the required information prior to returning your form.

| RENT ASSESSMENT CHECKLIST | | |
|--|--|-------------|
| Employment Information required | What is this for ? | Tick |
| Employment Detail Summary 2022 | For all new jobs. Provides details of annual income | ✓ |
| Statement of Liability 2022 | If multiple jobs held in one year. | |
| Pay and Tax details year to date | For new job start date and salary with deductions | |
| Cease certificate | For end date of job or to close off an income. | |
| Please see the Revenue website via the My Account and PAYE services option to access the above documents. | | |
| Self Employment Information required | What is this for ? | Tick |
| Notice of assessment all 4 pages | For self employment income including deductions. | ✓ |
| Copy of Tax registration cancellation form | For confirming end of self employment business. | |
| Full Time Student Information required | What is this for ? | Tick |
| Letter confirming attendance at a full time education course for the current academic year – required annually. | Reduction of rent while carrying out studies. | ✓ |
| An Employment Detail Summary if working. | Students can earn up to €15,000 as a student before incurring a rent charge on their income. | |
| Person's Moving In and Change in Household Information required | What is this for ? | Tick |
| Income information relating to the person moving in. (This does not infer the right to reside.) | The person's income will be assessed for the weekly charge, this does not infer the right to reside or to succeed a tenancy. | ✓ |
| A permission to reside form must be completed and returned to Estate Management prior to returning to or moving in to the property. A copy of this form is required also in Rents. | For checks on income and suitability at the property. | |
| Marriage: Certificate and income | To update income and add to household composition. | |
| New Baby: Birth certificate and PPS Number | To update the household composition | |
| Person's Moving Out /Deaths Information required | What is this for ? | Tick |
| Documents to prove new address: A lease agreement, utility bill or tax and revenue documents. All documents must have the date, the person's name and new address. | To close off the occupant's rent charge on the date they left. Their charge will remain on the property until received. | ✓ |
| Death certificate. | To remove rent charge for person recently deceased. | |