



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:

- Employment Detail Summary (EDS) for the previous year which is available from Revenue.ie website [Employment Detail Summary \(revenue.ie\)](https://www.revenue.ie/en/employment-detail-summary)
- A Statement of Liability (SOL) for preceding tax year [Statement of Liability \(revenue.ie\)](https://www.revenue.ie/en/statement-of-liability)
- 3 most recent payslips
- Documentation regarding any private/overseas pensions, or any other relevant income source
- Documentation relating to maintenance payments (if applicable)

- If self-employed – a most recent Notice of Assessment/Chapter 4 (4 pages)

- Evidence of any payment from the Department of Social Protection i.e., Bank Statement/Payment Slip. You can order a statement from <https://services.mywelfare.ie/en/topics/statements-refunds-and-calculators/> or <https://www.gov.ie/en/service/c87b58-access-mywelfareie/> or email: support@MyWelfare.ie

- If over 17 years of age and still in **full time education** a letter from a school or college

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