



## **Documentation Required for Affordable Housing Application**

### **1. Proof of Income**

#### **If employed, please provide:**

- Your most recent Employment Detail Summary (available via Revenue MyAccount)
- A [Salary Certificate](#) completed by your employer

**Note: Payslips are not accepted as evidence**

#### **If self-employed, please provide:**

- Two years of Accountant's Reports or Audited Accounts
- Self-assessment Chapter 4 for the last 2 years (from your Revenue Online account)
- Form 11 Summary for the last 2 years (from your Revenue Online account)
- Current Preliminary Revenue Tax Payment Receipt - Screenshot from your Revenue Online account is acceptable

#### **If not employed, please provide:**

- Statement showing all benefits received from the Department of Social Protection for the last 12 months

### **2. Proof of Citizenship**

- Passport / Driving licence

### **3. Proof of the Right to Reside in Ireland (if applicable)**

#### **For Non-EU/EEA applicants**

- All applicants must submit a **valid Irish Residence Permit** (IRP) card showing current stamp/permissions
- UK citizens will be regarded as being legally resident in Ireland. (This accords with the Common Travel Area requirements).

#### **4. Evidence of ability to Finance the purchase**

- Mortgage Approval in Principle letter from a participating lender confirming the maximum amount available
- Statement of savings (on headed paper, dated within 6 months, showing savings). **Only the page highlighting the total savings is required.**
- Gift letter, if applicable

#### **5. Proof of Buyer Status:**

##### **First Time Buyers**

- Help to Buy confirmation: Revenue screenshot showing names and entitlement, or proof of application under review. Joint applications must list both names. Further information on Help to Buy is available on [Revenue.ie](https://www.revenue.ie)
- If you are a First-Time Buyer not availing of the Help to Buy, you must provide a Solicitor's affidavit confirming you have never owned a dwelling in Ireland or abroad

#### **6. Fresh Start applicants**

##### **If separated / divorced, please provide:**

- Court Decree/Separation Agreement/Solicitors letter confirming divorce/separation and divestment of property
- Land Registry copy showing applicants name removed from property

##### **If insolvency/bankruptcy, please provide:**

- bankruptcy register proof
- evidence the property was sold or transferred under the process.

##### **If you are in the process of selling your current home, please provide:**

- Letter from selling agent confirming the property is sale agreed and the sale agreed price
- Statement showing the remaining mortgage on the property (if applicable)

##### **If your property is unsuitable due to size, please provide:**

- An explanation of why it no longer meets your household's needs
- A recent valuation of the property
- Letter from selling agent confirming the property is sale agreed and the sale agreed price
- Statement showing the remaining mortgage on the property (if applicable)

## **7. Proof of Residency in the Fingal Administrative area**

To qualify for the 30% residency rule, you must provide at least one document dated in each of the 5 years of residence in Fingal (years do not need to be consecutive).

Acceptable documents include:

- Utility bills
- Bank/Credit Union statements
- Government-issued documents showing your address

*Note: Documents with a "forward date" are not valid. Each must show an actual date.*

**Applications may also be made under the 70% outside Fingal County Council Area.**