

Documents Required for a Certificate of Exemption for a PPR

When somebody is requesting a Certificate of Exemption from NPPR charges because the property was either a PPR or a relative was living in the property within 2 kms of their own home, we need to see utility bills and also copies of P60s or Bank Statements. We need these because a) people can have utility bills in their name but not live at a property; and b) people often have bank statements and P60s going to their parents' address when they no longer live there.

The dates in question are:

- 31st July 2009
- 31st March 2010
- 31st March 2011
- 31st March 2012
- 31st March 2013

Other documentation we would accept instead of some of the above would be driving licence, motor tax renewal form, house insurance renewal / cert, car insurance renewal / cert, correspondence from HSE, TV Licence etc. Please note that we need two pieces of documentation for each NPPR year.

Documents Required for a Certificate Where the Owner is Deceased

If the property relates to a deceased person's estate, we need a copy of the Grant of Probate and a copy of their will which would show the address of their PPR in previous years. If probate was granted prior to 31st March 2013, and none of the beneficiaries were living in the property at that time, it is likely that an NPPR payment is due on the property. Please contact us in order to establish what amount is due. An NPPR Registration form with a PPS number needs to be completed and cheque should be made payable to NPPR to enable processing directly onto the NPPR system. An account can also be set up online on www.nppr.ie and payment made by credit / debit card.

Documents Required for a Certificate of Discharge

A Certificate of Discharge must cover all of the NPPR years. If NPPR payment was made only for some of the years we must be given the reason for non-payment for the other years. Any request for a Certificate of Discharge should include the owner's PPS number and/or NPPR Account Reference Code. Please note that any queries in relation to the **Household Charge** should be directed to the Household Charge Bureau on 1890 357 357 or email: support@householdcharge.ie. Queries in relation to the **Local Property Tax (LPT)** should be directed to Revenue on 1890 200 255.