



Comhairle Cathrach  
& Contae **Luimnigh**

**Limerick** City  
& County Council

# Tenant (Incremental) Purchase Scheme 2016

## Application Form

Limerick City and County Council  
Housing Support Services  
Tenant Purchase Section  
Corporate Headquarters  
Merchants Quay  
Limerick  
V94 EH90

Telephone (061) 557047  
[tenantpurchase@limerick.ie](mailto:tenantpurchase@limerick.ie)

Updated February 2022

# Applicant Checklist

## Tenant (Incremental) Purchase Scheme 2016

1.	Application Form Fully Completed	
2.	Application Form Signed by Each Applicant	
3.	<u>Stage 1 Fee €50 To Assess Eligibility</u> Non Refundable  <u>Stage 2 Fee €200 If Applicant is Deemed Eligible Non Refundable</u>  Fee can be paid in Customer Services Office, Limerick City & County's Council  *** Receipt must be included with the application form to assess eligibility ***	
4.	Fully Completed Rent Assessment form with evidence of income and You must also submit your Employment Detail Summary (formerly P60) + 4 current payslips in respect of your employment	

**\*\*\*\* Please Note \*\*\*\***

**Incomplete Applications Will Not Be Accepted and Will Be Returned To the Applicant**

Completed Application Forms should be returned to:

Limerick City and County Council  
Housing Support Services  
Tenant Purchase Section  
Corporate Headquarters  
Merchants Quay  
Limerick  
V94 EH90

For any queries in relation to the Tenant Purchase Scheme please contact (061) 557047 or email [tenantpurchase@limerick.ie](mailto:tenantpurchase@limerick.ie)

**APPLICATION TO LIMERICK CITY & COUNTY COUNCIL TO PURCHASE HOUSE UNDER  
THE TERMS OF 2016 TENANT (INCREMENTAL) PURCHASE SCHEME**

**IHOUSE REF:** \_\_\_\_\_

**Customer No/Rent No:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Applicant Details:**

	<b>Tenant</b>	<b>Joint Tenant</b>
Name		
PPS Number		
Phone Number		
Email Address		
Civil (Marital) Status		
Income Source(s)*		
Gross Annual Income		

**Tenant's Spouse/Civil Partner/Co-habitant Resident in the House (if not a joint tenant):**

Name	Relationship to tenant	PPS No.	Income Source(s)*	Gross annual income

\* Evidence of income must be supported by documentation as detailed on this application form. Sources of income that cannot be included are also detailed on this application form.

**Have you previously purchased a dwelling under a tenant purchase or incremental purchase scheme?**

Yes:  No:

If yes, please state address of property: \_\_\_\_\_

**Do you currently own any other property** Yes:  No:

If yes, please state address of property: \_\_\_\_\_

**What is the intended source of funding for the purchase money?**

Own Resources:  Private Mortgage:  Local Authority Loan:

## Public Order Offences

In the 5-year period prior to the date of this application, has any member of the household been convicted of an offence under the following sections of the Criminal Justice (Public Order) Act 1994?

Section 5: Disorderly conduct in a public place

Section 6: Threatening, abusive or insulting behaviour in a public place

Section 7: Distribution or display in a public place of material which is threatening, abusive, insulting or obscene

Section 14: Riot

Section 15: Violent disorder, or

Section 19: Assault or obstruction of a peace officer or emergency services personnel

Yes:

No:

If 'Yes', please give details: \_\_\_\_\_  
(including name, address and details of conviction)

In the 5-year period prior to the date of this application, has any member of the household been the subject of Court Orders under the following statutory provisions?

- Sections 3, 3A or 4 Housing (Miscellaneous Provisions) Act 1997: Subject of an excluding order or interim excluding order,
- Section 257D of the Children Act 2001 (No. 24 of 2001): Subject of a behaviour order, or
- Section 115 of the Criminal Justice Act 2006 (No. 26 of 2006): Subject of a civil order.

Yes:

No:

If 'Yes', please give details: \_\_\_\_\_  
(including name, address and details of the order)

"Please note that, if you or any member of your household is or has been engaging in anti-social behaviour, the Council may refuse to consent to sale of the dwelling. Anti-social behaviour is defined as:

(a) the manufacture, production, preparation, importation, exportation, sale, supply, possession for the purposes of sale or supply, or distribution of a controlled drug (within the meaning of the Misuse of Drugs Acts 1977 to 2007),

(b) any behaviour which causes or is likely to cause any significant or persistent danger, injury, damage, alarm, loss or fear to any person living, working or otherwise lawfully in or in the vicinity of a house provided by a housing authority under the Housing Acts 1966 to 2014 or Part V of the Planning and Development Act 2000 or a housing estate in which the house is situate and, without prejudice to the foregoing, includes—

(i) violence, threats, intimidation, coercion, harassment or serious obstruction of any person,

(ii) behaviour which causes any significant or persistent impairment of a person's use or enjoyment of his or her home, or

(iii) damage to or defacement by writing or other marks of any property, including a person's home.

For the purposes of satisfying itself in relation to this, the Council will make whatever enquiries it considers necessary, including written checks with An Garda Síochána.

## **IMPORTANT - Information for the attention of the applicant**

### **Notice about Offences**

Section 32(7) of the Housing (Miscellaneous Provisions) Act 2009 and section 6 of the Fines Act 2010 provide that it is an offence, punishable on conviction by a class C fine (i.e. an amount not greater than €2,500 but greater than €1,000), for a person to knowingly provide false or misleading information or documents or to knowingly conceal any material fact in relation to the purchase of a house under Part 3 of the Housing (Miscellaneous Provisions) Act 2014. Section 32(8) of the 2009 Act provides that a housing authority may recover from a person convicted of an offence under section 32(7) any higher expenditure that the authority incurred on the sale of a house due to reliance on false, misleading or undisclosed information.

### **Collection and Use of Data**

The housing authority will use the data which you have supplied to assess and administer your application. Data may be shared and verified with other public bodies for the purpose of the prevention or detection of fraud. The housing authority may, in conjunction with the Department of the Environment, Community & Local Government, process this data for research purposes.

### **Additional Information**

Where requested by Limerick City & County Council, additional information must be provided by the applicant(s) within four weeks.

All correspondence between Limerick City & County Council and the applicant(s) is without prejudice and subject to any Transfer Order.

### **Declaration**

I/We\* hereby apply to Limerick City & County Council to purchase the above house under the terms of the 2016 Tenant (Incremental) Purchase Scheme.

I/We\* accept that sale of a house under this scheme does not imply any warranty on the part of the housing authority in relation to the state of repair or condition of the house or its fitness for human habitation and that as the house will be valued on the basis of its existing condition, the housing authority is under no obligation to put the house being purchased under the scheme into good structural condition prior to sale.

I/We\* accept that the maintenance and repair of the dwelling after sale is the responsibility of the purchaser.

I/We accept that unless otherwise instructed, Limerick City & County Council will upon completion of the purchase, arrange to have the house vested in the joint names of the tenant and his/her spouse/partner.

I/We\* declare that the information and particulars given by me/us on this application are true and correct.

I/We\* authorise the housing authority to make whatever enquiries it considers necessary to verify details of my/our application.

I/We\* am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

\* (Delete where appropriate)

Signed: \_\_\_\_\_  
Tenant

Signed: \_\_\_\_\_  
Joint Tenant

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Supporting Documentation to Accompany Application

The following two pages do not need to be returned with the application

### **STAGE 1 €50 TO ASSESS ELIGIBILITY**

**Non Refundable**

### **STAGE 2 €200 IF APPLICANT IS DEEMED ELIGIBLE**

**Non Refundable**

The following documentary evidence, verifying the different types of reckonable income, must be submitted.

#### Fully Completed Rent Assessment form

#### Employee income:

- one or both of Employment Detail Summary (formerly P60) and payslips for each employment and, where necessary, a signed and stamped employer's salary certificate, stating employment terms, basic salary, overtime, commission, bonuses and any other payments;

#### Income from self-employment:

- a copy of the income and expenditure accounts for each business or such documentation that satisfies the housing authority as to the nature and amount of income involved;

#### Payments made by the Department of Social Protection:

- documents issued by that Department, detailing the payments made;

Income from social welfare payments (excluding pensions) by the Department of Social Protection, will only be reckonable where these payments constitute a secondary source of income, i.e. a social welfare payment to a tenant in receipt of income from employment is reckonable income, as is a social welfare payment to the spouse, civil partner or cohabitant of a tenant in employment, whether or not that payment is in addition to employment income of that spouse, civil partner or cohabitant;

#### Rental income from land or property:

- a copy of accounts or a statement of rental income;

#### Interest on savings, investments or dividends:

- a statement from the financial institution or other provider, detailing the amount paid;

#### Pensions including from the Department of Social Protection:

- a document issued by the body involved, detailing the payments made;

#### Maintenance payments received:

- the Court Order, formal or informal maintenance arrangement or agreement, or solicitor's statement, detailing the amount and frequency and end-date of payments, and documentary evidence that the required payments are being made in accordance with the order, arrangement, agreement or statement concerned;

#### Income from any other source:

- documentary evidence from the appropriate person or body involved, detailing the source and nature of the income and the amount paid.

## Income Disregards

Income from the following sources is not reckonable under the scheme and is not included in determining a tenant's gross income:

- (a) Child Benefit;
- (b) Carer's Allowance, Carer's Benefit and Half-Rate Carer's Benefit;
- (c) Family Income Supplement;
- (d) Guardian's Payment;
- (e) Exceptional Needs Payments;
- (f) Diet Supplement;
- (g) National Fuel Scheme;
- (h) Respite Care Grant;
- (i) Prescribed Relative Allowance;
- (j) Living Alone (Pension) Allowance;
- (k) Age 80 (Pension) Allowance;
- (l) JobBridge, the National Internship Scheme;
- (m) Domiciliary Care Allowance;
- (n) Tús (Community Work Placement Initiative);
- (o) Back to Education Allowance;
- (p) Gateway (Local Authority Activation Scheme);
- (q) Rural Social Scheme;
- (r) Community Employment Programme;
- (s) Fostering Allowance;
- (t) Blind Welfare Allowance;
- (u) Back to Work Family Dividend
- (v) Boarding-Out Payments;
- (w) Student grants and scholarship schemes;
- (x) Home Tuition Scheme;
- (y) Youthreach training allowance;
- (z) Payments by charitable organisations, one of the functions of which is to assist persons in need by making grants of money to them;
- (aa) Payments made by another EU Member State that correspond to Child Benefit;
- (bb) Rehabilitation training allowances.