

# RENT ASSESSMENT FORM

Completed form and supporting documents can be returned by post to address below or by email to [housingrentssection@limerick.ie](mailto:housingrentssection@limerick.ie)

LIMERICK CITY AND COUNTY COUNCIL  
HOUSING SUPPORT SERVICES (RENTS UNIT)  
MERCHANTS QUAY  
LIMERICK V94 EH90  
Rent Unit Contact Number: 061 557021



Name: \_\_\_\_\_

Rent Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

LIMERICK

Eircode: \_\_\_\_\_

Please complete and sign the form overleaf and return it to the above address

- You are required to list **all persons** who are residing in the household, per your tenancy agreement.
- PPS number for all members of the household (including children) must be provided.
- Supporting documentation in relation to the following income (s) must be submitted:
  - **Employment Income** – 3 most recent payslips.  
If not previously assessed for employment income, please submit a letter from employer confirming start date of employment and all Employment Detail Summaries (EDS) from commencement of employment – EDS available from [www.revenue.ie](http://www.revenue.ie)
  - **Self employment** - Most recent certified accounts.
  - **Social Welfare** – Please list the name of social welfare payment and the weekly amount received.
  - If you are currently participating in a **Government Employment Scheme** e.g. TUS/CE Scheme, please forward a letter from your employer stating when scheme commenced. Failure to submit this letter will result in your full income being assessed for rent purposes.
- Persons over 18 years attending full time education must submit a letter of confirmation from school/college.
- Please provide a certified forwarding address for any members of your household that have left the property since your last Rent Assessment.
- For new occupants, the tenant(s) must obtain Permission to Reside approval prior to a new occupant moving into the property.

Please note that it remains your responsibility to advise this office immediately and to request a Rent Assessment Form if, at any time, there has been any changes to household income and/or household composition.

Failure to return the required documents is a breach of your tenancy agreement and a penalty rent may be applied.

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## **PARTICULARS OF PERSON(S) RESIDING AT THE PROPERTY**

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## APPLICATION TO REMOVE AN OCCUPIER(S) FROM YOUR RENT ACCOUNT

Name	Date of Birth	P.P.S. NO.	Date Person Left	Forwarding Address - Certified proof of new address must be submitted
	/ /			
	/ /			
	/ /			

- To remove an occupier from a rent account, you must provide one of the following items of documentary evidence for the occupier's new forwarding address:
  - Lease
  - Rent Book
  - Bank Statement
  - Utility Bill
  - Car Insurance
  - Letter from Department of Social Protection / Revenue
- An occupier will only be removed from the rent account from the date of the proof confirming the new forwarding address
- An occupier cannot be removed from the rent account if they are claiming social welfare from your address
- To remove a tenant from the rent account, the tenant returning the tenancy must formally surrender their tenancy by completing and submitting a Surrender of Tenancy form

### **General Data Protection Regulations (GDPR) Notice**

The Housing Section requires customers to provide personal information on this form, to assess and process monies due to Limerick City and County Council (LCCC) in respect of rents.

Data gathered is necessary for the performance of a task carried out in the exercise of official authority vested in Limerick City and County Council in accordance with Article 6(1)(e) of the GDPR. The exercise of official authority is provided for under the Housing Acts 1966 to 2014 and in respect of the information sought here, Section 32 of the Housing (Miscellaneous Provisions) Act 2009, LCCC's Differential Rent Scheme, LCCC's Tenant Purchase Scheme, the Social Welfare (Consolidation) Act 2005, Personal Insolvency Act 2012.

The personal data you provide will be processed in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 1988 to 2018.

Data may be shared internally within Limerick City and County Council and other public bodies such as the HSE, Tusla, the Department of Social Protection, Revenue and An Garda Síochána in order to carry out legislative and administrative functions in connection with the rent assessment, credit control, succession of tenancy and for the prevention or detection of fraud. For further information please refer to Housing's privacy statement on the LCCC website [www.lccc.ie](http://www.lccc.ie)

### **DECLARATION**

I/We hereby declare that the details set out above are true and correct. I/We further authorise Limerick City and County Council to make such enquiries it considers necessary to verify the information outlined by me/us on this form. I/We are aware that the furnishing of false or misleading information is a breach of the tenancy agreement.

Signed: \_\_\_\_\_  
TENANT

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

JOINT TENANT (if applicable)

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

Phone/Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_