

## Checklist of Documents Required:

Before submitting your application please **CONTACT YOUR LOCAL OFFICE (contact numbers listed on Page 2 of the application form)** to confirm all necessary documents are attached as incomplete applications will be returned and will delay approval of your proposed works.

**PLEASE NOTE THAT GRANT FUNDING IS GIVEN BASED ON OUR STANDARD COSTINGS AND NOT ON THE QUOTATIONS SUPPLIED.**

### For All Grant Types:

- Certified evidence of income for the previous year for the owner and or spouse of the property. Eg Letter from Social Welfare (slips from Post Office or bank statement are NOT accepted). Statement of Liability for the Previous Tax Year (See Page 16 of Application Form for full details).
- Proof of Registration for Local Property Tax (LPT) or Print "My LPT Profile" on Revenue website. (See page 20 for other requirements)
- Each page of the form must be fully completed.
- **Please note you must be able to pay any extra costs (if applicable) not covered by the grant.**
- Additional documentation as detailed below depending on which type of grant you require.

### Extensions/Conversions to bedroom/bathroom:

- Occupational Therapist Report ( for all extension types or a big change to use of a room)
- Confirmation of Planning Permission or an Exemption Certificate (not required at time of application)
- Drawings of proposed works
- One quote

### Bathroom Adaptation:

- One detailed quote
- A Sketch of the current and proposed layout
- A Photo of the bathroom
- Doctors Certificate on Form must be completed.

### Ramps:

- One detailed quote
- A sketch of the current and proposed layout
- A photo of the area of where the ramp is to be installed
- Doctors Certificate on form must be completed

### Stairlift:

- One quote
- A Photo of the stairs
- Doctors Certificate on form must be completed. Please note that an Occupational Therapist Report will also be required ( see page 21)

**Re-Wiring:**

- One quote
- Photo of Electrical Works
- A Periodic Inspection Report from an electrician describing the necessary repairs . (Must be a Registered Electrician with Safe Electric).

**Central Heating:**

- **No Grant aid is available for the replacement of or installation of a NEW FOSSIL FUEL BOILER ( gas or oil boiler)**
- For Repairs to old boiler you will need to supply a report from a heating contractor describing the condition of the existing heating system.

**Roof Repairs/Replacement:**

- One Quote
- Photo of Roof
- Confirmation from your House Insurance Company stating they will not cover the cost or written confirmation that you do not hold house insurance.

**Windows/Doors:**

- One quote
- Photo of windows /doors – grant only covers replacement of single glazed or old aluminium/timber framed windows. Double Glazed **will not be looked at**.

**PLEASE REFER TO THE APPLICATION FOR OTHER REQUIREMENTS FOR APPLYING FOR THE GRANTS AND MORE WORKS THAT ARE COVERED. (See Page 20)**