

Application Form for Rightsizing Scheme

Radharc Cillín, Kilfinane

One-bed ground floor and first floor homes available

Rightsizing Scheme,

Housing Strategy and Non-LA Housing Construction Team

Limerick City and County Council,

Corporate Headquarters,

Merchants Quay,

Limerick,

V94 EH90 | (061) 557028

Email: rightsizing@limerick.ie

Section A

Rightsizing Scheme

Important Information

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. If you are unsure about how to answer any of the questions in this application form, please contact the Rightsizing Team to help you.
2. When filling out this form please make sure to write clearly, so that your application can be processed as quickly as possible.
3. Make sure you have answered all of the questions fully where they are relevant to you. If you do not answer all questions, we may have to return the form to you and this will delay your application. Only fully completed applications will be processed. Late applications will not be accepted for consideration under the scheme.
4. A non-refundable application fee of €50 must be paid per scheme. (Fee can be paid in the Limerick City & County's cash offices – copy of receipt from the cash office must be included with application form or alternatively, attach a cheque or postal order)
5. You must supply the relevant supporting documentation so that your application can be processed quickly.
6. Applicants are advised to engage a solicitor and to obtain legal advice in respect of the Rightsizing Scheme prior to and in respect of the completion of this application form.
7. While an applicant may meet the eligibility requirements of the scheme, Limerick City and County Council reserves the right to grant or not to grant a letting of a dwelling under the Rightsizing Scheme.
8. Please read the eligibility criteria for the rightsizing scheme.
9. Applicants and their Solicitors are advised to read these details carefully prior to completing this application form.

**ONLY FULLY COMPLETED APPLICATIONS SUBMITTED BY THE CLOSING DATE WILL BE
CONSIDERED UNDER THIS SCHEME.**

Closing date for applications 11th February 2026 at 5pm.

Section B

Rightsizing Scheme

Your Application Checklist



Incomplete application forms will be returned

Before you submit the application form, please ensure that you include the following:		Please Tick	
1	Read and meets the eligibility criteria for the scheme		
2	Select the unit type you have a preference for: Refer to scheme details for more information	Ground Floor	
		First Floor	
3	Fully completed application form (including signed applicant(s) declaration)		
4	Non-refundable application fee of €50 paid to Limerick City and County Council. Proof of payment (receipt) from the cash office or cheque or postal order attached		
5	Copy of applicant's birth certificate(s)		
6	Proof of ownership of dwelling (Land Registry Details OR Letter from Solicitor declaring title of property is under the ownership of applicant OR Copy of Deeds)		
7	A copy of photographic identification (driver's license/passport)		
8	Copy of utility bill showing name and address		
9	Copy of most recent Statement of Liability (From Revenue)		
10	Copy of most recent mortgage statement (if applicable)		

Section C

Rightsizing Scheme

Personal Details

Please fill in the blank boxes – you must fill in all boxes. Please write clearly

Applicant

Joint Applicant

PPS number

--	--	--	--	--	--	--	--	--

Name _____

1. **What is the primary purpose of the study?** (10 points)

Address

A large, empty rectangular frame with a black border, occupying the top half of the page. It appears to be a placeholder for an image or diagram.

A large, empty rectangular frame with a black border, occupying most of the page. The frame is positioned on the left side of the page, with a wide white margin on the right.

Date of Birth

D	D	M	M	Y	Y
---	---	---	---	---	---

D	D	M	M	Y	Y
---	---	---	---	---	---

(Please attach a copy/photo of birth certificate(s))

Email Address

1. **What is the primary purpose of the study?**

Contact telephone number

1. **What is the primary purpose of the study?**

--

Weekly Income

Please attach copy of your most recent Statement of Liability

Any other relevant information

Section D

Rightsizing Scheme

Property Detail

Description of Current Property

Please provide a description of Current Property and Details of any Mortgage Outstanding.

1. Type of property (i.e. semi-detached, bungalow etc...)

2. No of bedrooms

3. No of bathrooms

4. Does the property have a downstairs bedroom? **Yes** **No**

5. Does the property have a downstairs bathroom? **Yes** **No**

6. Does the property have a garden?

Yes **No**

7. Does the property have an outstanding mortgage? **Yes** **No**

If yes, please attach copy of most recent mortgage statement.

Any other relevant information

Please attach a copy of proof of ownership of dwelling

Name(s) and age(s) of all persons currently residing in House

Are you the sole owner(s) of House

Yes No

Nature of Title

Freehold

Leasehold

Other Please provide details below

Do you currently reside at this address? Yes No

Please state below how long you have lived at this address:

**Please provide all previous addresses where you resided, including any time spent abroad, if applicable
(required as part of Garda Vetting process)**

Do you own any other Property / Land Yes No

If “Yes”, Please provide details below

Please provide details of any special housing needs

Solicitors Name and Address

Section E

Rightsizing Scheme

Supporting Documentation

The following documents **must be submitted** with each application:

- **Copy** of applicant's birth certificate(s)
- **Copy** of photographic identification (driver's license/passport)
- Proof of ownership of dwelling (Land Registry Details OR Letter from Solicitor declaring title of property is under the ownership of applicant OR **Copy** of Deeds)
- Proof of payment €50 (receipt) from Cash Office OR Cheque OR Postal Order attached
- **Copy** of utility bill
- **Copy** of most recent Statement of Liability (From Revenue)
- **Copy** of most recent mortgage statement, if applicable

Section F

Rightsizing Scheme Declaration(s)

Please read this declaration carefully, sign, and date it when you are satisfied that you understand it. Please note that the application will only be accepted when this declaration has been signed.

Collection and use of data: Limerick City and County Council will use the data, which you have supplied to assess and administer your application. Data may be shared with other public bodies for the purpose of the prevention or detection of fraud. Limerick City and County Council may also process this data for research purposes in conjunction with the Department of Housing, Local Government and Heritage.

In carrying out its functions under the Housing Acts of 1966-2014, the local authority may request and obtain information from other organisations. These include another local authority, the Criminal Assets Bureau, An Garda Síochána, the Department of Social Protection, the Health Service Executive (HSE), the Revenue Commissioners or an Approved Housing Body in relation to current or prospective occupants of, or applicants for, local authority housing. Your data may also be shared with other public bodies in accordance with our obligation to prevent and detect fraud.

Your rights under the General Data Protection Regulation (GDPR) apply in full. These are clearly set out in Limerick City and County Council's privacy statement for the Rightsizing Scheme. Copies of this are available at www.limerick.ie

Declaration:

I/we hereby consent to my/our data being processed, shared and stored by Limerick City and County Council for the purpose of assessing and processing the application.

I/we undertake to notify Limerick City and County Council immediately should there be any changes from the information provided, or in my/our circumstances.

I/we also authorise Limerick City and County Council to make necessary enquiries either written or otherwise regarding my/our application to verify information given.

I/we authorise Limerick City and County Council to undertake Garda vetting checks as part of the application process.

I/we wish to apply for housing under the Rightsizing Scheme.

I/we confirm that we and our solicitor have read and understood the eligibility criteria.

I/we can confirm €50 payment/receipt of payment attached.

Signatures:

First Applicant: _____ **Date:** _____

Second Applicant: _____ **Date:** _____