

# APPLICATION FOR HOUSING ASSISTANCE IN ATHLONE TOWN COUNCIL

## IMPORTANT PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. If you are unsure about how to answer any of the questions, please ask an officer in the Housing Section of your Local Authority or your local Citizen's Information Centre to help you.
2. Make sure you have answered all of the questions fully where these are relevant to you. If you do not, you might not get the correct priority for housing or else we may have to return the form to you and it would delay your application.
3. This application cannot be completed without PPS Numbers for all members of the household included on the application form. If you are not aware of the PPS Numbers for any children for whom accommodation is sought, they can be obtained by contacting your local Social Welfare Office either by telephone or in person. Please note that you will need to have your own PPS Number to hand.
4. This application cannot be completed without documentary evidence of income details given in this application. This can be in the form of an income certificate, P60 for the previous tax year, and/or social welfare certificate. Please ask your housing authority as to which form of evidence they require.
5. Be sure of your answers and do not give false or misleading information. The housing authority may request and obtain information from another housing authority, the Criminal Assets Bureau, An Garda Síochána, the Minister for Social and Family Affairs, a Health Board or an approved Voluntary Housing Body in relation to occupants or prospective occupants of, or applicants for, local authority housing, and of any other person the authority considers may be engaged in anti-social behaviour.
6. Any change in the details given, particularly any change of address, should be notified to the housing authority immediately so that your file can be updated.
7. Please ensure that you have supplied all the relevant information and supporting documentation to process your application. However, be advised that the Housing Authority may ask for further supporting documentation at a later stage.

### IF YOU REQUIRE ANY FURTHER DETAILS PLEASE CONTACT YOUR LOCAL HOUSING OFFICE

County Council Offices:

Tel:  
Tel:  
Tel:

Town Council Offices:

Tel:  
Tel:  
Tel:

Please indicate which Housing Authorities you are applying to:

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Reference No.:

Please answer ALL questions and place a tick (✓) in the boxes provided. Please use **BLOCK LETTERS**.

**PART 1 & 2 - PERSONAL DETAILS**

[Tick if Joint Application]

Please complete the following in respect of you and your spouse/partner (if applicable).

	Applicant	Spouse/ Partner												
<b>PLEASE STATE:</b>	Figures <span style="float: right;">Letter(s)</span>	Figures <span style="float: right;">Letter(s)</span>												
P.P.S. Number	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Title	<input style="width: 80%; height: 20px;" type="text"/> Mr. /Mrs. /Miss /Ms. /Dr.	<input style="width: 80%; height: 20px;" type="text"/> Mr. /Mrs. /Miss /Ms. /Dr.												
Forename(s)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Surname	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Address	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>												
Birth Surname	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Date of Birth (dd/mm/yy)	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
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Place and/or Country of Birth	<input style="width: 40%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 40%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>												
Usual language spoken	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
What is your Citizenship status?	<input type="checkbox"/> Irish <input type="checkbox"/> EU <input type="checkbox"/> Non - EU	<input type="checkbox"/> Irish <input type="checkbox"/> EU <input type="checkbox"/> Non - EU												
<b>If you are a Non-EU citizen:</b>	<input type="checkbox"/> Refugee <input type="checkbox"/> Leave to Remain <input type="checkbox"/> Subsidiary Protection Status	<input type="checkbox"/> Refugee <input type="checkbox"/> Leave to Remain <input type="checkbox"/> Subsidiary Protection Status												
(a) basis of stay in Ireland														
(b) date of entry to Ireland	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
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Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Cohabiting <input type="checkbox"/> Legally Separated <input type="checkbox"/> Other	<input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Cohabiting <input type="checkbox"/> Legally Separated <input type="checkbox"/> Other												
Date of Marriage (dd/mm/yy)	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Day</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Year</td> </tr> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	Day	Month	Year	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
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Mother's Maiden Name	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Mobile No.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Telephone No. (Home)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
(Work)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>												
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female												
Email Address	<input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/>												
		Tick to receive information by email												
Social Security Number (if applicable) with country it applies to	<input style="width: 40%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 40%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/>												
	<b>Relationship of Joint Applicant to the Main Applicant</b>	<input style="width: 100%; height: 20px;" type="text"/>												

**PART 3 - EMPLOYMENT STATUS / INCOME DETAILS**

	Applicant	Spouse/ Partner
Employment Status:	<input type="checkbox"/> Employed (Full Time or Part Time) <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed in Back to Work/ FÁS scheme <input type="checkbox"/> Unemployed (receiving social community/welfare benefit) <input type="checkbox"/> Pensioner / Retired <input type="checkbox"/> Lone Parent support only <input type="checkbox"/> Homemaker (no income) <input type="checkbox"/> Student <input type="checkbox"/> Other	<input type="checkbox"/> Employed (Full Time or Part Time) <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed in Back to Work/ FÁS scheme <input type="checkbox"/> Unemployed (receiving social community/welfare benefit) <input type="checkbox"/> Pensioner / Retired <input type="checkbox"/> Lone Parent support only <input type="checkbox"/> Homemaker (no income) <input type="checkbox"/> Student <input type="checkbox"/> Other
Occupation:	<input type="text"/>	<input type="text"/>
Employer:	<input type="text"/>	<input type="text"/>
Place of Employment:	<input type="text"/>	<input type="text"/>

Weekly Income	Applicant	Spouse/Partner
Social Welfare (Household)		
- Payment Type(s)	<input type="text"/>	<input type="text"/>
- Amount (Total)	<input type="text"/>	<input type="text"/>
Employment	<input type="text"/>	<input type="text"/>
Rateable Valuation of Land	<input type="text"/>	
<b>Weekly Deductions</b>		
PAYE	<input type="text"/>	<input type="text"/>
PRSI	<input type="text"/>	<input type="text"/>

**PART 4 - APPLICATION FOR ACCOMMODATION ON MEDICAL GROUNDS**

In support of your application on Medical Grounds, please provide the following details:

The nature of the medical condition or disability: <i>(Doctor's / Consultants certificate to be submitted in support of application)</i>	<input type="text"/>
The type of accommodation required (e.g. ground floor), and any specific adaptations:	<input type="text"/>





**PART 6 - CURRENT ACCOMMODATION**

**How would you categorise the nature of your current accommodation? (i.e. reason for applying)**

- Unfitness     Overcrowding     Eviction / Notice to Quit     Involuntarily sharing facilities
- Rent Increase     Fire / other damage     Parent / Family Home (involuntarily)
- Unable to provide accommodation from own resources     Homeless (give details below)
- Other (give details)

**What type of accommodation are you in now? Tick box and add description.**

- |                                    |  |   |                                      |
|------------------------------------|--|---|--------------------------------------|
| <input type="checkbox"/> House     | <input type="checkbox"/> Mobile Home   | <input type="checkbox"/> Transitional Accommodation | <input type="checkbox"/> Hospital    |
| <input type="checkbox"/> Cottage   | <input type="checkbox"/> Maisonette    | <input type="checkbox"/> Tigin                      | <input type="checkbox"/> Institution |
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Day House     | <input type="checkbox"/> Bed and Breakfast          | <input type="checkbox"/> Refuge      |
| <input type="checkbox"/> Flat      | <input type="checkbox"/> Group Housing | <input type="checkbox"/> Hostel                     | <input type="checkbox"/> Prison      |
| <input type="checkbox"/> Caravan   | <input type="checkbox"/> Halting Bay   | <input type="checkbox"/> Sheltered Accommodation    | <input type="checkbox"/> None/Other  |

Description: e.g. semi detached, detached etc. \_\_\_\_\_

**Nature of Tenure**

- |   |   |
|---|---|
| <input type="checkbox"/> Private Household -<br><input type="checkbox"/> owner occupier<br><input type="checkbox"/> with parents<br><input type="checkbox"/> with relatives/friends | <input type="checkbox"/> Private Rented Accommodation <i>(if you tick this box, please ensure that you complete the relevant sections hereunder)</i><br><input type="checkbox"/> without rent supplement<br><input type="checkbox"/> with rent supplement<br><input type="checkbox"/> Rental Accommodation Scheme |
| <input type="checkbox"/> Local Authority Rented Accommodation   | <input type="checkbox"/> Emergency Accommodation/None   |
| <input type="checkbox"/> Voluntary / Co-operative   | <input type="checkbox"/> Other, give details _____  |

Have you received a notice to quit?  No     Yes, state reason: \_\_\_\_\_

Are you in arrears of rent?  No     Yes, state amount of arrears: \_\_\_\_\_

Tenancy start date if renting (dd/mm/yy)       Weekly Rent \_\_\_\_\_

**NOTE: Please indicate name and address of either the landlord or agent as applicable**

Landlord's Name \_\_\_\_\_ Agent's Name \_\_\_\_\_

Landlord's Address \_\_\_\_\_ Agent's Address \_\_\_\_\_

**In the event that you are renting your present accommodation, please state:**

Are you receiving SWA - Rent Supplement?  No     Yes, state amount per week:

Date Rent Supplement Payment commenced at current address: 

Day	Month	Year			

What is your weekly contribution towards your rent?

**Please indicate the facilities available to you and your dependants in your current accommodation:**

- |  |  |   |                                 |   |
|--|--|---|---------------------------------|---|
| <input type="checkbox"/> Kitchen         | <input type="checkbox"/> Living Room         | <input type="checkbox"/> Bathroom           | <input type="checkbox"/> Toilet | <input type="checkbox"/> Bedroom (specify number _____) |
| <input type="checkbox"/> Central Heating | <input type="checkbox"/> Water Supply - Cold | <input type="checkbox"/> Water Supply - Hot |                                 |   |

**PART 7 - ACCOMMODATION HISTORY**

Please give details of last 5 years. (Current and Previous if applicable)

Address	Nature of Tenure	Date at address	Reason for Leaving
<input type="text"/>	<input type="text"/> from	<input type="text"/> to	<input type="text"/>
<input type="text"/>	<input type="text"/> from	<input type="text"/> to	<input type="text"/>
<input type="text"/>	<input type="text"/> from	<input type="text"/> to	<input type="text"/>
<input type="text"/>	<input type="text"/> from	<input type="text"/> to	<input type="text"/>

**PART 8 - OTHER INFORMATION**

	Applicant	Spouse/ Partner
<b>Have you or your spouse/partner:</b>		
Ever been a tenant of a local authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previously applied for Local Authority Housing or any other social housing options? e.g. shared ownership, affordable etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If 'yes' please indicate:</b>	<input type="text"/>	
Name of Local Authority:	<input type="text"/>	<input type="text"/>
Reference Number (if applicable):	<input type="text"/>	<input type="text"/>
Address at that time:	<input type="text"/>	<input type="text"/>
Reason for Leaving:	<input type="text"/>	<input type="text"/>
When did you leave the family home	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Other Property</b>		
Do you or your dependants presently own or have a financial interest in property / land in Ireland or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you or any of your dependants ever own or have a financial interest in property / land in Ireland or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes' to either of the above please state the address of the property or land:	<input type="text"/>	<input type="text"/>
Amount you received on the disposal of any property or land?	<input type="text"/>	<input type="text"/>
Any other relevant information	<input type="text"/>	<input type="text"/>

Are you presently in a relationship?  Yes  No

If separated/divorced, do you have a legal separation?  Yes  No

Are you in receipt of maintenance?  Yes  No

Amount:

Have you, or any of the other persons listed on this application form, ever been convicted or have charges pending in respect of matters relating to Anti-social Behaviour or any Public Offences?  Yes  No

If 'yes', give details:

Do you require bungalow-type accommodation?

Yes  No

Have you, or any of the other persons listed on this application form, ever squatted in a Local Authority dwelling?

Yes  No

If 'yes', please state address and dates of occupancy:

Address:

Dates of occupancy:

From:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you, or any of the other persons listed on this application form, ever been evicted from previous accommodation?

Yes  No

If 'yes', please give details of eviction and reason why it happened: *If you need more space, please attach another page.*

Any other information which you might consider relevant to your application: *If you need more space, please attach another page.*

### PART 9 - HOUSING REQUIREMENTS

Please indicate type of housing assistance for which you are applying:

<input type="checkbox"/> Standard Housing	<input type="checkbox"/> Single Rural Dwelling*	<input type="checkbox"/> Demountable Dwelling
<input type="checkbox"/> Voluntary Housing	<input type="checkbox"/> Improvement Works in lieu of Local Authority Housing	<input type="checkbox"/> Extension to LA House
<input type="checkbox"/> Traveller Group Housing	<input type="checkbox"/> Special Needs Housing	<input type="checkbox"/> Transfer - include rent account No. <input type="text"/>
<input type="checkbox"/> Bay in permanent residential caravan park	<input type="checkbox"/> RAS	

List areas where you wish to be re-housed (in order of preference).

1.

2.

3.

### Single Rural Houses and Demountable Dwellings

#### Single Rural House:

Name and Address of Owner of Proposed Site

Exact Location

Note: The site to be transferred must be clear of any burdens, financial or otherwise, and legal evidence of a right of way for the Council to the lands from the nearest public road must be provided.

1. Details of all lands in our ownership, including title documentation or a signed affidavit from a solicitor that the lands are registered in your ownership or the ownership of the person providing the site.
2. A written declaration of intention to transfer the site to the local authority free of charge.

3. A written undertaking from you (or the owner of the lands) that the final decision of the location of the proposed cottage on the lands, subject to you being approved for housing, is at the sole discretion of the housing authority.
4. Any such documents, such as site location/layout maps, as requested by the authority must be submitted with an application to assist the authority in coming to a decision.

#### Demountable Dwelling

Name and Address of Owner of Proposed Site (inc. townland)

Exact Location

1. Letter from owner of site confirming that he/she is willing to allow a demountable unit to be placed on the land.
2. Copy of a site map.

Would you be willing to accept housing from a voluntary body/ housing association?

Yes  No

## DECLARATION

**Please read this declaration carefully and sign and date it when you are satisfied that you understand it. Please note that applications will only be accepted when they have been signed.**

### Collection and Use of Data

The Housing Authority will use the data which you have supplied to assess and administer your housing application. Data may be shared with other public bodies for the purpose of the prevention or detection of fraud. The Housing Authority may also process this data for research purposes including the forward planning in the assessment of housing needs in conjunction with the Department of the Environment, Heritage & Local Government.

The Housing Authority may, for the purpose of its functions under the Housing Acts of 1966 - 1998, request and obtain information from another Housing Authority, the Criminal Assets Bureau, An Garda Síochána, The Department for Social and Family Affairs, a Health Board or a Voluntary Housing Body approved for the purposes of Section 6 of the Housing (Miscellaneous Provisions) Act, 1992, in relation to occupants or prospective occupants of, or applicants for, local authority housing, and of any other person the authority considers may be engaged in anti-social behaviour.

### Declaration

I / We Declare that the information and particulars given by me / us on this application form are correct and I / we undertake to notify the Housing Authority of any change in my / our circumstances (e.g. address, family composition, employment, medical conditions etc.)  
I / We also authorise the Housing Authority to make whatever enquiries it considers necessary to verify details of my / our application.  
I / We accept that the furnishing of false or misleading information is an offence liable to prosecution and will disqualify my / our application from being considered for re-housing for a period of two years.

Signed: (Applicant 1)

Date: (dd/mm/yy)

Signed: (Applicant 2)

Date: (dd/mm/yy)