CHECKLIST FOR APPLICANT/S

Applicants are strongly advised to submit their applications in person at this office as posted applications frequently are not completed correctly and have to be returned.

- Fully Completed Application Form
- HPL1 Form to be stamped by Revenue Commissioner (Appendix 1A)
- Photographic Identification (Current Passport or Drivers Licence)
- Proof of Present Address (Current Utility Bill or Bank Statement)
- Original Salary Certificate (Appendix 1), up-to-date P60 and 4 Recent Payslips
- Signed Customer Declarations
- Original Current Account Statements (6 Months)
- Original Savings Statements (12 Months)
- Original Loan Statements (12 Months)
- Letter of refusal from a bank, declining to grant you a mortgage

*Self Employed*

- Accountants Report/Audited Accounts (2 Years Required)
- Current Tax Balancing Statement
- Current Preliminary Revenue Tax Payment Receipt
Local Authority House Purchase
Loan Application

**Personal Details**

Number of applicants: [ ]

**First Applicant**

First name: [ ]
Middle initial: [ ]
Surname: [ ]
Maiden name if applicable: [ ]
Date of birth: [ ]
PPSN: [ ]
Gender: [ ] Female [ ] Male
Mother’s maiden name: [ ]
Nationality: [ ]
Marital status: [ ] Married [ ] Single [ ] Separated [ ]
Divorced [ ] Widower [ ] Other [ ]
e-mail: [ ]
Work tel: [ ]
Home tel: [ ]
Mobile: [ ]
Present address: [ ]
How long at this address: [ ] years [ ] months
Previous address: [ ]
Number of dependents: [ ]
Ages: [ ]

**Second Applicant**

First name: [ ]
Middle initial: [ ]
Surname: [ ]
Maiden name if applicable: [ ]
Date of birth: [ ]
PPSN: [ ]
Gender: [ ] Female [ ] Male
Mother’s maiden name: [ ]
Nationality: [ ]
Marital status: [ ] Married [ ] Single [ ] Separated [ ]
Divorced [ ] Widower [ ] Other [ ]
e-mail: [ ]
Work tel: [ ]
Home tel: [ ]
Mobile: [ ]
Present address: [ ]
How long at this address: [ ] years [ ] months
Previous address: [ ]
Number of dependents: [ ]
Ages: [ ]

**Nature of Current Tenure**

Do you rent your current accommodation: [ ] Yes [ ] Monthly rent [ ] No
Home Owner [ ] Living with Parents [ ]
Tenant [ ] Local Authority Tenant [ ]
Other [ ]

Do you rent your current accommodation: [ ] Yes [ ] Monthly rent [ ] No
Home Owner [ ] Living with Parents [ ]
Tenant [ ] Local Authority Tenant [ ]
Other [ ]
# Nature of Current Tenure (continued)

<table>
<thead>
<tr>
<th>Are you on a local authority Housing List?</th>
<th>Are you on a local authority Housing List?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No [ ]  Yes [ ]</td>
<td>No [ ]  Yes [ ]</td>
</tr>
</tbody>
</table>

If yes, please give details: ________________________________________________________________

________________________________________________________________________

<table>
<thead>
<tr>
<th>Have you ever owned or built a house or flat?</th>
<th>Have you ever owned or built a house or flat?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No [ ]  Yes [ ]</td>
<td>No [ ]  Yes [ ]</td>
</tr>
</tbody>
</table>

If yes, please give details: ________________________________________________________________

________________________________________________________________________

# Loan Purpose

Private purchase: [ ]
### Employment Status

<table>
<thead>
<tr>
<th>employed:</th>
<th>self-employed:</th>
<th>not employed:</th>
</tr>
</thead>
</table>

### Employment Details

<table>
<thead>
<tr>
<th>employer name:</th>
<th>employer name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>employer address:</td>
<td>employer address:</td>
</tr>
<tr>
<td>state type of business:</td>
<td>state type of business:</td>
</tr>
<tr>
<td>occupation:</td>
<td>occupation:</td>
</tr>
<tr>
<td>employment status e.g. permanent, etc:</td>
<td>employment status e.g. permanent, etc:</td>
</tr>
<tr>
<td>date commenced present employment: / /</td>
<td>date commenced present employment: / /</td>
</tr>
<tr>
<td>gross basic salary p.a.: €</td>
<td>gross basic salary p.a.: €</td>
</tr>
<tr>
<td>overtime p.a.</td>
<td>overtime p.a.</td>
</tr>
<tr>
<td>bonus p.a.</td>
<td>bonus p.a.</td>
</tr>
<tr>
<td>commission p.a.</td>
<td>commission p.a.</td>
</tr>
<tr>
<td>other income p.a.: €</td>
<td>other income p.a.: €</td>
</tr>
<tr>
<td>source of other annual income:</td>
<td>source of other annual income:</td>
</tr>
</tbody>
</table>

If less than 6 months in current employment, please give previous employment contact details:

| If less than 6 months in current employment, please give previous employment contact details: | If less than 6 months in current employment, please give previous employment contact details: |

### Self-Employment Details

<table>
<thead>
<tr>
<th>trading name and address:</th>
<th>trading name and address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>date of commencement of business: / /</td>
<td>date of commencement of business: / /</td>
</tr>
<tr>
<td>nature of business:</td>
<td>nature of business:</td>
</tr>
<tr>
<td>sole trader:</td>
<td>sole trader:</td>
</tr>
<tr>
<td>director / partner:</td>
<td>director / partner:</td>
</tr>
</tbody>
</table>

State % shareholding:

State % shareholding:
**Self-Employment Details** (continued)

<table>
<thead>
<tr>
<th>total net profit: €</th>
<th>total net profit: €</th>
</tr>
</thead>
<tbody>
<tr>
<td>(all partners, before drawings)</td>
<td>(all partners, before drawings)</td>
</tr>
<tr>
<td>drawings: €</td>
<td>drawings: €</td>
</tr>
<tr>
<td>(state your drawings only)</td>
<td>(state your drawings only)</td>
</tr>
<tr>
<td>previous employer's name and address:</td>
<td>previous employer's name and address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>previous employment from:</td>
<td>previous employment from:</td>
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<tr>
<td>previous employment to:</td>
<td>previous employment to:</td>
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<tr>
<td>nature of business:</td>
<td>nature of business:</td>
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<td></td>
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<tr>
<td>occupation:</td>
<td>occupation:</td>
</tr>
</tbody>
</table>

**Financial History & Commitments**

**savings**

<table>
<thead>
<tr>
<th>savings</th>
<th>first applicant</th>
<th>second applicant</th>
<th>financial institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>deposits: €</td>
<td>€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>current account: €</td>
<td>€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>other: €</td>
<td>€</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**borrowings (include credit card debt)**

<table>
<thead>
<tr>
<th>borrower</th>
<th>purpose</th>
<th>€ amount owing</th>
<th>€ monthly repayment</th>
<th>lender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

€ €
first applicant

Have you or your spouse ever been insolvent, bankrupt, involved in court proceedings for debt or compounded with creditors? have any judgements been registered against you personally? have any judgements been registered against a company of which you are a director?

Yes [ ] No [ ]

If yes to any of the above, please give details:

[ ]

[ ]

Are you obliged to pay alimony/child support or separation maintenance?

Yes [ ] No [ ]

If yes, please state monthly amount:

€

Have you ever had a loan or made a previous application to any other lending agency?

Yes: [ ] No: [ ]

If yes, please give details:

[ ]

[ ]

second applicant

Have you or your spouse ever been insolvent, bankrupt, involved in court proceedings for debt or compounded with creditors? have any judgements been registered against you personally? have any judgements been registered against a company of which you are a director?

Yes [ ] No [ ]

If yes to any of the above, please give details:

[ ]

[ ]

Are you obliged to pay alimony/child support or separation maintenance?

Yes [ ] No [ ]

If yes, please state monthly amount:

€

Have you ever had a loan or made a previous application to any other lending agency?

Yes: [ ] No: [ ]

If yes, please give details:

[ ]

[ ]
Details of Property to be Mortgaged

address of property to be mortgaged:

stage of construction: ___________ completion date: ___________ /

is the property registered with: homebond scheme: Yes [ ] No [ ] premier guarantee scheme Yes [ ] No [ ]

Mortgage Details

loan amount: € ________ loan term: ________

outlay
purchase price: € ________
stamp duty: (if applicable) € ________
legal expenses: € ________
other *: € ________
total expenditure: € ________

* please give details of ‘other’ above ________

Funding
savings: € ________
other * please specify: € ________
mortgage required: € ________
total finance: € ________

Contact Details

solicitor
name and address: ________

valuation access
name and address of person with whom an inspection may be arranged: ________

telephone: ________

telephone: ________
Important Notices

**consent under the consumer credit act 1995**

Under the Consumer Credit Act 1995 a customer’s consent is required if the customer wishes the local authority to be able to telephone him/her at his/her place of employment/business in connection with a Credit Agreement. From time to time the local authority may need to contact you during working hours in connection with the Account. Should you wish to give your consent you should sign this part.

I/we hereby consent to the local authority contacting me/us by telephone at my/our place of employment/business.

<table>
<thead>
<tr>
<th>Signature of first applicant:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of second applicant</td>
<td>Date</td>
</tr>
</tbody>
</table>

**credit reference searching & reporting**

The local authority may from time to time make searches against you on the records held by credit reference agencies. When such a search is made the credit reference agencies will keep a record for a period (usually for a year) that the search has been made. the local authority may also provide information to credit reference agencies concerning this application and the manner in which the Account is conducted. For this the local authority requires your consent. Please note that if you do not consent the local authority may not be able to consider your application.

You have the right at any time to request from any credit reference agency a copy of any "personal data" within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that such a credit reference agency holds about you (for which they may charge a small fee) and to have inaccuracies in that information corrected.

I/we authorise the local authority to carry our credit reference searches against me/us. I/we acknowledge that such credit reference agencies will record that such a search has been made and disclose that fact to their members for a period of at least one year. I/we also authorise the local authority to provide information concerning this application and the conduct of the Account to credit reference agencies.

<table>
<thead>
<tr>
<th>Signature of first applicant:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of second applicant</td>
<td>Date</td>
</tr>
</tbody>
</table>

**data protection notice**

ACCESS TO PERSONAL DATA. You have the right at any time to request a copy of any 'personal data' within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that the local authority holds about you and to have inaccuracies in that information corrected.

**consumer credit act 1995**

Please note carefully the following information relating to Housing Loans within the meaning of the Consumer Credit Act 1995.

“WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.”

**variable rate loans** - “THE PAYMENT RATES ON THIS HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME.”

**arrears**

Interest will be applied to the outstanding balance of the loan. This balance includes any element of unpaid interest and charges which will accrue interest on the rate applicable to the account.

**valuation**

Where the property is sourced by the applicant on the open market, each application must be supported by a valuation report carried out by an approved independent or local authority valuer. Valuation/survey fees are payable by the applicant(s) to the firm of valuers who undertake the valuation.
your right to cancel the contract

You do not have a right to cancel the contract once you have drawn down a housing loan but you may repay a housing loan early as outlined in the next paragraph.

rights to terminate the contract

You may at any time repay all or part of the loan early
If you fail to make any payment due to us in respect of the loan or, if any of the other events of default which will be specified in the contract between us for the loan were to occur we may call for the immediate repayment of the loan together with all accrued but unpaid interest thereon and all other costs and expenses payable under the contract. We may also enforce our mortgage over your property and sell it and realize any security given to us and apply the proceeds of sale in repayment of the loan and all interest and costs and expenses.

governing law and language

All our dealings with you, and all contracts between us, will be governed by the laws of Ireland.
All contracts between us, all information, which we supply to you, and all other communications with you will be in English.

complaint procedures

We aim to provide an efficient service to our customers and it is our policy to ensure that all your concerns are dealt with fairly and promptly.
If you have any complaint please telephone or write to:

Local Authority House Purchase Loan Section

WARNINGS

YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.
THE PAYMENT RATES ON A HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME.
THE COST OF MONTHLY REPAYMENTS MAY RISE.
## Declaration

### personal details

applicants name(s):

address of property to be mortgaged:

### details of mortgage required

<table>
<thead>
<tr>
<th>purchase price/value of property</th>
<th>amount of loan required</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>€</td>
</tr>
</tbody>
</table>

reimbursement term required:

### valuation

The local authority will require a valuation of and certain other information about the property you wish to buy. The valuation report, of which you will obtain a copy, is designed especially for the needs of the local authority to help us decide if the property represents adequate security for the loan you require. The valuation report will be based on a limited inspection and is not intended to be a structural survey nor a condition report. It is important that you should not rely in anyway on the valuation report. It is possible that there are defects in the property which are not reported but which a more detailed inspection would reveal. This means that the valuation report may not make you aware of defects which could affect your decision to buy. The local authority recommends that you obtain a more comprehensive report or structural survey.

### insurance

**Mortgage Protection**

It is a condition on all loans that Mortgage Protection Cover is effected before the loan cheque issues. There is a standard mortgage protection insurance scheme which is compulsory with local authority house purchase loans. The cost of mortgage protection insurance which covers both death and permanent disability will be added to your monthly mortgage repayments.

**Property Insurance**

It is a condition on all loans that property insurance is effected before the loan cheque issues.

### signature & declaration

I/We declare that the information given by Me/Us in this form and in appendix 1, 1A and 2 attached is correct to the best of My/Our knowledge and belief and that those documents were completed before this declaration was signed. I/We declare that I/We am/are of full age and I/We hereby make application for an advance with the local authority upon mortgage of the property described above. I/We declare that the foregoing statements and particulars and any other information we have given to the local authority to be strictly true, to the best of my/our knowledge and belief. I/We acknowledge that, in order to process this loan application, the local authority its servants and agents will hold and process information in connection with this application (together with such other information supplied to or obtained by the local authority separately) and will hold and process same for administrative, customer care and service purposes and the statistical purposes of the Department of the Environment Heritage and Local Government where required by that department. I/We have read the section above headed valuation, I/We understand that I/We should not rely on the valuation report in any way in deciding whether or not to purchase the property. I/We understand that if, contrary to the local authority recommendation, I/We do not request or obtain an independent structural survey for my/our own purposes, I/We run the risk that the property may suffer from serious defects which are not mentioned in the Valuation Report and that the report may be defective, or may be inadequate for my/our purposes. I/We further understand that should the local authority grant a loan this does not signify an assurance or guarantee that the property is soundly constructed and free from defects. I/We note that if I/We are approved by the local authority for a loan that at any time before the completion of the mortgage transaction the local authority has the right to withdraw or vary the approval.

### Signatures

<table>
<thead>
<tr>
<th>first applicant:</th>
<th>date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>second applicant:</th>
<th>date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDICES

APPENDIX 1 – SALARY CERTIFICATE

APPENDIX 1A – HPL 1 FORM

APPENDIX 2 – SOCIAL WELFARE FORM
**Appendix 1 - SALARY CERTIFICATE** – (to be completed by First Applicants Employer)

**EMPLOYMENT DETAILS**

Name of Employee: ______________________________________________________

Length of service with the company:  Years _____  Months ______

Position held within the company: __________________________________________

The exact location of employment: __________________________________________

Is employment permanent?  Yes  ☐  No ☐

Is employee on probation period?  Yes  ☐  No ☐

So far are you able to tell will he/she continue to be in your service?  Yes  ☐  No ☐

If so, what is the maximum of such scale and by what annual increments reached?

________________________________________________________________________

**SALARY DETAILS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Guaranteed</th>
<th>Regular</th>
<th>Irregular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross basic wage/salary:</td>
<td>p.a</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Overtime:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bonus:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Commission:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other income*:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*Please give details of other income: _____________________________________________________

____________________________________________________________________________________

**THIS SECTION IS TO BE COMPLETED BY AN AUTHOIRISED COMPANY OFFICAL**

Signed by: _____________________________________

Position: ______________________________________

Company Name: _______________________________

Address: ______________________________________

____________________________________________________________________________________

Please authenticate with company stamp or seal

Tel Number: ___________  Date: ___________

THE INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE
**Appendix 1 - SALARY CERTIFICATE** – (to be completed by Second Applicants Employer)

**EMPLOYMENT DETAILS**

Name of Employee: ______________________________________________________

Length of service with the company:  Years _______  Months ________

Position held within the company: __________________________________________

The exact location of employment: __________________________________________

Is employment permanent?  Yes  ____  No  ____

Is employee on probation period?  Yes  ____  No  ____

So far are you able to tell will he/she continue to be in your service?  Yes  ____  No  ____

If so, what is the maximum of such scale and by what annual increments reached?

________________________________________________________________________

**SALARY DETAILS**

<table>
<thead>
<tr>
<th>Guaranteed</th>
<th>Regular</th>
<th>Irregular</th>
</tr>
</thead>
</table>

Gross basic wage/salary: ______________ p.a

Overtime: _______________________________ p.a

Bonus:__________________________________ p.a

Commission: ____________________________p.a

Other income*: _________________________ p.a

*Please give details of other income: _____________________________________________________

____________________________________________________________________________________

**THIS SECTION IS TO BE COMPLETED BY AN AUTHOIRISED COMPANY OFFICAL**

Signed by: _____________________________________

Position: ______________________________________

Company Name: _______________________________

Address: ______________________________________

________________________________________________________________________

Please authenticate with company stamp or seal

Tel Number: ______________  Date: ______________

THE INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE
Appendix 1A - HPL1 Form – First Applicant

THIS FORM MUST BE COMPLETED BY THE REVENUE COMMISSIONERS AND RETURNED WITH EVERY APPLICATION.

YOUR FULL NAME (BLOCK LETTERS)

PREVIOUS NAME (IF ANY)

PRESENT ADDRESS

PREVIOUS ADDRESS (IF ANY)

PPS NUMBER (PRSI NUMBER)

TO BE COMPLETED BY INSPECTOR OF TAXES

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income relief in respect of interest paid on money borrowed to purchase or build a dwelling.

SIGNED

DATE

OFFICIAL STAMP
Appendix 1A - HPL1 Form – Second Applicant

THIS FORM MUST BE COMPLETED BY THE **REVENUE COMMISSIONERS** AND RETURNED WITH EVERY APPLICATION.

<table>
<thead>
<tr>
<th>YOUR FULL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOCK LETTERS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREVIOUS NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>(IF ANY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENT ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PREVIOUS ADDRESS</th>
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<tbody>
<tr>
<td>(IF ANY)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PPS NUMBER (PRSI NUMBER)</th>
</tr>
</thead>
</table>

---

**TO BE COMPLETED BY INSPECTOR OF TAXES**

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income relief in respect of interest paid on money borrowed to purchase or build a dwelling.

<table>
<thead>
<tr>
<th>SIGNED</th>
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<tr>
<th>DATE</th>
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<td>/</td>
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<table>
<thead>
<tr>
<th>OFFICIAL STAMP</th>
</tr>
</thead>
</table>
Appendix 2

THIS FORM IS REQUIRED ONLY IF ONE APPLICANT IS ON SOCIAL WELFARE.

Name: _________________________________________________________________

Address: _____________________________________________________________________

__________________________________________________________________________

RSI Number: ______________________________________________________________

In relation to the above named loan applicant I confirm that the following information is correct:

TOTAL AMOUNT OF UNEMPLOYMENT BENEFIT/ASSISTANCE RECEIVED FROM:

1st January ___________ to 31st December _______________ = € __________________

CURRENT AMOUNT OF UNEMPLOYMENT BENEFIT/ASSISTANCE BEING RECEIVED

€ __________ WEEKLY

TO BE COMPLETED BY AN OFFICIAL OF THE DEPARTMENT OF SOCIAL WELFARE/EMPLOYMENT EXCHANGE

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person is in receipt of social welfare payments.

SIGNED ___________________________________________ DATE __/__/____

OFFICIAL STAMP

Ver3:09.04.14