

## Local Authority Affordable Purchase Scheme

# Document Checklist for Online Affordable Housing Application

This document contains information and examples of documentation required to be submitted by applicants. As per the scheme guidelines, this information will be validated and verified by the local authority (Longford County Council) to their satisfaction. Longford County Council reserve the right to request any additional documents deemed necessary to support your application throughout the process for this scheme.

### Example of acceptable Document format - image type files only, e.g. JPEG, PDF, PNG

Document	Accepted Types of Documents	✓
<b>Application type</b>	If you are married or cohabiting, you will need to make a joint application on the online portal and the mortgage approval in principle (AIP) letter will need to be in <b>both</b> of your names.	
<b>Mortgage Approval in Principle Letter</b>	Letter from Mortgage Provider confirming maximum mortgage capacity (from one of the approved lenders)	
<b>Photographic Identification (Must be in date and clearly visible)</b>	All applicants must provide one of the following: <ul style="list-style-type: none"> <li>• Passport</li> <li>• Public Service Card</li> <li>• Driving Licence</li> <li>• Current EU National Identity Card</li> </ul>	
<b>Proof of Address (Must be dated within the last 3 months)</b>	All applicants must provide one of the following: <ul style="list-style-type: none"> <li>• Utility Bill (where a first bill is provided for a utility bill, a second form of address verification is required)</li> <li>• Bank Statement (from a Regulated Financial Institution operating in Republic of Ireland e.g. Bank, Credit Union, Building Society, Insurance Company)</li> <li>• Correspondence from a Government Department/Body</li> </ul>	
<b>Proof of PPSN</b>	All applicants must provide one of the following: <ul style="list-style-type: none"> <li>• Official documentation from Revenue showing your name and PPSN (Statement of Liability, Employment Details Summary etc.)</li> <li>• Letter from Department of Social Protection addressed to you showing your name and PPSN;</li> <li>• Payslip;</li> <li>• Current Medical Card;</li> <li>• Current Drug Payment Scheme Card</li> </ul>	
<b>Right to Reside</b>	All applicants must provide the following where relevant: <ul style="list-style-type: none"> <li>• Current valid Irish, UK, EU/EEA or Swiss Passport or a valid Irish Residence Permit.</li> </ul> UK citizens will be regarded as being legally resident in Ireland. (In accordance with the Common Travel Area requirements)	
<b>PAYE Employees</b>	ALL the following must be provided <b>per applicant</b> where relevant:	

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	<ul style="list-style-type: none"> <li>• Salary Certificate (<a href="#">Click here to view Salary Certificate</a>) dated within 6 months from your employer.</li> <li>• Employment Detail Summary for the previous tax year.</li> <li>• Statement of Liabilities for the previous tax year.</li> </ul>	
<b>Self Employed</b>	<p>ALL the following must be provided <b>per applicant</b> where relevant:</p> <ul style="list-style-type: none"> <li>• Audited/Certified accounts for the previous 2 years;</li> <li>• Current Tax Balance Statement</li> <li>• Current Preliminary Tax payment receipt</li> </ul>	
<b>Not employed but in receipt of other income</b>	<p>ALL the following must be provided <b>per applicant</b> where relevant:</p> <ul style="list-style-type: none"> <li>• Documentary evidence of all social insurance and social assistance payments, allowances, and pensions being received by members of the household for previous 12 months.</li> </ul>	
<b>Additional Sources of Income</b>	<p>All applicants must provide evidence of additional income received for any of the below sources in the previous 12 months:</p> <ul style="list-style-type: none"> <li>• Maintenance payments</li> <li>• Income from rental properties, dividends, capital investments and any other sources</li> <li>• Occupational and social welfare pensions, including any from outside the country.</li> <li>• All income from social insurance and social assistance payments, allowances and benefits, including Working Family Payment.</li> </ul>	
<b>Financial Statements – evidence required to show proof of ability to fund the purchase</b>	<p>ALL the following must be provided <b>per applicant</b>:</p> <ul style="list-style-type: none"> <li>• Current statements (dated within 6 months) for all Bank current accounts, saving accounts, Revolut accounts, Credit Union accounts and An Post accounts etc.</li> <li>• Gift Letter, if applicable.</li> </ul>	
<b>Fresh Start Principle (where applicable)</b>	<p>Documentations required below depending on the individual's circumstance:</p> <ul style="list-style-type: none"> <li>• Court decree/Solicitors letter confirming the applicant is divorced/separated, and have left their property, and divested their interest in the property.</li> <li>• Affidavit from a Solicitor confirming the separation or divorce.</li> <li>• Where the applicant has been divested of the property through insolvency or bankruptcy proceedings, proof of the applicant's status on the bankruptcy register is required.</li> <li>• Proof that any property you previously owned/built has been sold, or given as part of a personal insolvency, bankruptcy agreement or other legal insolvency process.</li> </ul> <p>A separate assessment of creditworthiness will be conducted.</p>	
<b>Applicant who's dwelling is not suited to the current needs of their</b>	<p>All applicants must provide the following:</p> <ul style="list-style-type: none"> <li>• An explanation of why it no longer meets your household needs.</li> </ul>	

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<b>household, due to its size (where applicable)</b>	<ul style="list-style-type: none"> <li>• An up-to-date valuation of current property.</li> <li>• Letter from selling agent confirming the property is sale agreed and the sale agreed price.</li> </ul>	
<b>Evidence of First Time Buyer - Help to Buy (where applicable)</b>	<p>Help to Buy confirmation: Revenue screenshot showing names and entitlement, or proof of application under review. Joint applications must list BOTH names. Further information on Help to Buy is available on Revenue.ie</p> <p style="text-align: center;"><b>OR</b></p> <p>If you are a First-Time Buyer not availing of the Help to Buy, you must provide an Affidavit stamped by a solicitor confirming that the Applicant(s) do not own and have never owned a property</p>	
<b>Scheme of Priority –</b>	<a href="#">Click here to view Scheme of Priority</a>	

It should be noted that only complete applications will be allocated a number and considered a valid application.

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### Accepted Bank Statement Format:

Bank statements must clearly show the applicant's information on each page. Screenshots from mobile apps which are not in this format will not be accepted. Please see below for example of acceptable format:



**AIB**

## Current Account

Statement of Account with Allied Irish Banks, p.l.c.

Branch 10 Main Street, Town, County	1 National Sort Code 93-12-34	Account Name Mr. JOHN SMITH
MR JOHN A SMITH 43 MAIN AVENUE TOWN COUNTY	Telephone 01-6123456	2 Account Number 12345-087
	Page Number 528	Date of Statement 21 June 2012

IBAN: IE25 AIBK 9312 3412 3450 87 (BIC: AIBKIE2D)  
 5 Authorised Limit At Date Of Statement €500

Date	Details	Debit €	Credit €	Balance €
05 June 2012	BALANCE FORWARD Interest Rate Lending @ 11.85% INTEREST CHARGED (INCL. SURCHARGE-INTEREST 0.00)			698.58
06 June 2012	POS RETAILER NAME ATM SUTTON 06JUNE12 TIME 14.52 OP/ ESB SUPPLY	40.00 100.00 160.00		698.50
10 June 2012	OP/ BORD GAIS TEXT TOP-UP 0861234567 501.525	200.00 20.00 50.00		198.50
15 June 2012	EMPLOYER NAME DSFA CB EFT		2,500.00 332.00	2960.50 960.50
18 June 2012	*INET TO SAVINGS PETER O'BRIEN	2000.00 1150.00		189.50dr 89.50
21 June 2012	CREDIT TRANSFER		100.00	

Surcharges – See Notice At Branch

11 Add more green to your banking.  
 Switch to eStatements through our Internet Banking service on [www.aib.ie](http://www.aib.ie)  
 Terms and Conditions apply.

**For Important Information and Standard Conditions regarding your account, log onto [www.aib.ie/standardconditions](http://www.aib.ie/standardconditions)**  
 Your Authorised Limit is subject to the terms and conditions referred to in your letter of sanction, (including any set-off, if applicable).

Overdrawn balances are marked dr

Thank you for banking with us.

Allied Irish Banks, p.l.c. is regulated by the Central Bank of Ireland.

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### Accepted Revenue Documents Format:

Revenue documents must clearly show the applicant's name and PPSN on the same page. Screenshots from mobile browsers which are not in this format will not be accepted. Please see below for example of acceptable format:

In all correspondence please quote:  
 PPS No:



Business Division - Cork  
 Revenue House  
 Blackpool  
 Cork

Joseph Bloggs  
 Unit 26J,  
 Cork Airport Business Park,  
 Cork.

Enquiries: 01 7383612  
 03 Jan 2020

## Employment Detail Summary 2019

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected

Job/pension details	
Employer/pension provider name	ABC Ltd
Employer/pension provider no.	1234567A
Employment ID	EMPID00000
Start Date	23/05/2016
Pay, Income Tax, USC, LPT and PRSI details	
Gross pay	€100,250.00
Pay for Income Tax	€100,250.00
Income Tax paid	€30,000.00
Taxable benefits	€0.00
Pay for USC	€100,250.00
USC paid	€5,500
LPT deducted	€250.00
Employee PRSI paid	€4,000.00
Employer PRSI paid	€50,000.00
PRSI classes	
PRSI class	A1
Number of Insurable weeks	52