



# How to Buy an Affordable Home **Step by Step...**

## Getting Ready

Affordable Homes will be advertised for a minimum of 2 weeks in the local press and on Longford County Council's webpage [www.longfordcoco.ie](http://www.longfordcoco.ie) and all social media channels. If you have any queries, contact [affordablehomes@longfordcoco.ie](mailto:affordablehomes@longfordcoco.ie)

### Step 01

Apply for **Mortgage Approval in Principle** with your lender.

### Step 02

You may eligible for the **Help to Buy Scheme**. Check your **eligibility** on [www.revenue.ie](http://www.revenue.ie)

### Step 03

Register on our Affordable Housing online portal: [www.longfordcoco.ie](http://www.longfordcoco.ie)

### Step 04

Submit required documentation as per Longford County Council requirements.

### Step 05

Longford County Council will assess the validity and eligibility of your application.

### Step 06

Properties will be offered in order of the date and time of your application.

### Step 07

Longford County Council will calculate the equity share based on your purchasing power.

### Step 08

Longford County Council will advise the selling agent to contact you directly.

### Step 09

Pay your booking deposit to the selling agent to secure your property and confirm your solicitor details.

### Step 10

Apply for formal loan approval. **Be aware:** you may need an extension if there are mortgage approval delays.

### Step 11

The Contract of Sale and Affordable Dwelling Purchase Agreement (ADPA) will be issued to your solicitor.

### Step 12

Arrange House Insurance and Mortgage Protection Insurance.

### Step 13

Sign the Contract of Sale and ADPA with your solicitor.

### Step 14

You will be invited to snag your new home. You may hire a surveyor, or you can do it yourself.

### Step 15

Contact your lender to request drawdown of funds

### Step 16

Affordable Dwelling Contribution Funds are released after receipt of Help to Buy funds, if applicable. Your purchase can now proceed.

### Step 17

Both solicitors will agree a closing date, and you can arrange to collect your keys.



**Congratulations!**  
**You're a homeowner**

