

**LONGFORD COUNTY COUNCIL
APPLICATION FOR A REDUCTION IN RENT DUE TO HARDSHIP**

Customer ID	
Tenant Name(s):	
Tenant Address:	
Phone No.	
Current Weekly Rent:	€
Current Rent Balance:	€
Reason for any Rent Arrears on account:	
Reason for request for Reduction in Rent:	

Please attach the following with your application:

- Details and evidence of all household income for the past six weeks
- Details and evidence of household expenditure, including photocopies of receipts for refuse collection service, and bills for all other expenditure, to support figures shown
- Details and evidence of extra-ordinary expenses which have arisen, e.g., letters, bills or medical letters outlining reason for expenditure
- Consultant's letter where the application is made based on medical grounds
- Photocopy of application for funding to the Department of Social and Family Affairs or any other body, and their letter regarding approval / refusal
- Copies of current loan agreements and balance statements
- Financial bank statements for all accounts held including credit union for the past 6 months
- Letter authorising MABS to act on your behalf, if applicable

DECLARATION:

I wish to confirm that I have checked with the Community Welfare Officer regarding any social welfare benefits which I may make application for, regarding extra-ordinary expenses incurred by me.

I wish to confirm I will not be making any claim for refund for the extra-ordinary expenses from any other source, e.g., government scheme, medical card, health insurance, etc., and where this does occur, I will notify the Housing Department immediately.

I declare that the information given by me as part of this application is true and accurate to the best of my knowledge.

SIGNED BY TENANT(S): _____

DATE: _____

STANDARD FINANCIAL STATEMENT

Name: _____

Address: _____

Details of Income per week: €

Wages/Salary _____

Social Welfare _____

Pensions _____

Child Benefit _____

Maintenance _____

Other _____

Total Income _____

Household Expenditure per week: €

Rent _____

Food/Housekeeping _____

Electricity _____

Heat/Fuel _____ do you receive fuel allowance? Y/N

TV Licence _____

Waste Charges _____

Telephone _____

Transport Costs _____

Insurance _____

Childcare _____

Medical Costs _____ (not covered by medical card)

Clothing / Footwear _____

Other Costs _____

(please specify) _____

Total Expenditure _____

AVAILABLE INCOME _____

To the best of my/our knowledge this is an accurate record of my/our financial situation at the above date.

SIGNED: _____ DATE: _____

CHECKLIST FOR APPLYING FOR A REDUCTION IN RENT

As rent is calculated according to the Differential Rent Scheme, it is not normal practice to reduce rent to below the differential rent amount. However:

- if all other financial avenues have been explored by the tenant, AND
- there are extra-ordinary expenses being incurred by the tenant the Council may consider a reduction in rent based on extreme hardship.

BEFORE YOU APPLY

Before you apply for a reduction in rent you must:

1. Apply to the **Department of Social Protection** for Supplementary Welfare Allowance or any other benefit or exceptional needs payment that you may be entitled to and forward a copy of the approval / refusal letter with reasons outlined.
2. You may wish to contact **Money Advice and Budgeting Service (MABS)** for free advice on budgeting and your finances and forward a copy of their recommendation to the Housing Department, in support of your application.

HOW TO APPLY

An application for a reduction in rent will only be considered by the Housing Department where you have **made a genuine effort to pay the rent each week** and you comply with the following procedure:

1. Applications must be made in writing by the tenant and include the submission of supporting documentation. If you are not able to do this, you may nominate an advocate to make the application on your behalf and provide your written consent to us for that third party.
2. Give full details of your household income (all family members in household) on the SFS.
3. Give full details of your expenditure, including the extra-ordinary expenses on which hardship grounds are being claimed.
4. Include any letters of application for funding to the Department of Social Protection or any other body, and their letter outlining their decision.
5. You should ensure that the extra-ordinary expenses cannot be claimed back by you from any source, e.g., Government Scheme, Medical Card, Health Insurance, etc.

A final decision on your application will be made by the Housing Department, following examination of your application.

DEFINITION OF EXTRA-ORDINARY EXPENSES
Extra-ordinary expenditure does not include bills and expenditure which have been incurred through deliberate act or omission of the tenant.

Extra-ordinary expenditure may include expenditure which has been incurred outside the control of the tenant, e.g., medical expenses due to serious illness, etc.

NOTE: Any false statement, concealing of any material fact or production of a false document in relation to an application for a reduction in rent, will be treated as a serious breach of tenancy, and liable to prosecution under the Housing Act 1966.

*version Oct 2023