

REQUEST TO ADD HOUSEHOLD MEMBER

Section 1 – Current Household Details

Tenants Name/s : _____

Address: _____

Contact no. _____

House Type: Detached Semi-detached Terrace Bungalow

Number of Bedrooms _____ Number of Toilets _____

Is the property adapted for special needs (i.e. level access shower)

No Yes

If yes, give details: _____

(Continue on separate sheet if necessary)

List the name, date of birth and PPS Number, of all household members normally resident with and their relationship to the principal applicant and their weekly income.				
<i>Name</i>	<i>Date of Birth</i>	<i>PPSN</i>	<i>Relation to Applicant</i>	<i>Income per week €</i>

Use additional sheet if necessary

Section 2 – Persons to be Added

Please complete separate form for each person you propose to include in your household.

Full Name: _____ Nationality: _____

Previous Surnames _____

Date of Birth: _____ P.P.S number : _____

Mothers Maiden Name: _____

Nationality: _____(provide evidence i.e. Passport)

Non EU nationals: Please provide evidence of leave to remain in State (i.e. Stamp 4 & letter from Department of Justice)

Income Details:

Occupation: _____

Employers details (*if applicable*) _____

Weekly Wage: _____ Please provide 3 recent payslips

Benefit Claimant: Type of Benefit _____

Weekly entitlements: _____ Please provide proof

Previous Addresses for last 10 years, give dates (*use separate sheet if necessary*):

1. _____ 2. _____

3, _____ 4. _____

Have they ever been included in a Local Authority Tenancy before? Yes No

If yes, give details: _____

Do they have or have they ever owned property or land either in Ireland or abroad

Yes No

If yes give details: _____

Any Medical Conditions: _____

Has the person you are requesting to be added to your household ever been involved in:

a) Anti-Social Behaviour (*whether or not resulting in legal proceedings*)

No.

Yes give details (*use separate sheet if necessary*)

b) Public Order Offences or Criminal Proceedings (*whether or not resulting in legal proceedings*).

No.

Yes. give details: (*use separate sheet if necessary*)

It is the responsibility of the Tenant to ensure that all members of their household and visitors to their house, behave in a socially acceptable manner, as per the Tenancy Handbook (copies available on request). Failure to adhere to this instruction may ultimately result in eviction proceedings being instigated against the Tenant and their household.

Tenants or members of the household will not be rehoused by this Authority if they are found guilty of 'Anti Social Behaviour' or other breaches of the Tenancy

Conditions. They may also be refused 'Rent Allowance' by the Community Welfare Officer.

Section 3 - DECLARATION

We understand that the information & particulars supplied on this form are true & correct, and we understand that the provision of false or misleading information /withholding information may result in permission being denied or withdrawn.

We give permission for Longford Local Authorities to make any relevant enquiries regarding this application e.g. Gardai, Community Welfare Office, Department of Social Protection, Department of Justice.

We undertake to inform Longford Local Authorities of any change in our circumstances.

Signed:

Tenant: _____ Full Name: _____

Applicant: _____ Full Name: _____

Date: _____

For Office use only:

Checks complete: **Gardai**
 Local Authority
 Community Welfare Officer
 Dept. of Social Protection
 Dept. of Justice

Comments: _____

Recommendation: _____

Permission Granted

Permission Refused **Reason** _____

Investigating Officer: _____

Signed: _____ **Date:** _____

Approved by: _____ **Date:** _____