

RENT REVIEW APPLICATION FORM

Name: _____ Address: _____

Phone No.: _____ Email: _____

Main Tenant(s) / Joint Tenant	First Name	Surname	Date of Birth	P.P.S. No.	Relationship to Main Tenant	Source(s) of Income *	Net	Office Use Only
1.						Employment	€	P.E. €
2.						Maintenance	€	All. - €50.00
						Social Welfare	€	Bal. €
						Foreign Income / Pension	€	X 22.5%
						Other income	€	= €
Other Household Members:	First Name	Surname	Date of Birth	P.P.S. No.	Relationship to Main Tenant(s)	State if employed or in full time education *		
1.								S.E 1 €
2.								S.E 2 €
3.								S.E 3 €
4.								T.R. €
5.								P. R €
								New Rent €

*You must include proof of income / full time education for all household members – see overleaf

I certify that the details given above are true and correct in all respects

Signed: _____ Date: _____

Signed: _____ Date: _____

Office Use Only	
Customer number	_____
File Number	_____
Subscription	_____

CHECKLIST FOR SUPPORTING DOCUMENTATION

The list below is for guidance purposes only. It may be of assistance to you when completing your rent review form. The documentation required will depend on the circumstances of your household including where changes have occurred since your last rent review. For any queries regarding your application, please email rents@longfordcoco.ie and quote your six-digit customer number. This number is printed on correspondence issued to you.

Household Circumstance	Documentation Required
Income from Social Welfare	Social Welfare Payment Post Office Slip <i>or</i> Declaration of Payments Statement <i>or</i> Letter from Department of Social Protection
Income from Employment	6 most recently issued consecutive pay slips for all household members in employment
Loss of Employment	Official notification from employer terminating employment & Letter from Department of Social Protection re. welfare entitlement
Change in employment hours	6 most recent consecutive pay slips that demonstrate the change in income & Letter from employer detailing the date of the change in employment hours /income
To add a new baby / child under 16	Birth Certificate and <i>evidence of</i> PPSN from DEASP
New occupant in household over 16	Complete an Application "Form for Request to Add a Household Member in a Local Authority Dwelling" which is available from the Housing Office or download from our website www.longfordcoco.ie
Member of household has moved out	Complete application form Remove a Household Member. Evidence of the former occupant's new address e.g., Declaration of Payments Statement, tenancy agreement, utility bill
Dependent child between the ages of 18 & 21	Letter from your child's school / college confirming his/her registration attendance for the current academic year
Member of household is deceased	Death certificate for the deceased member and updated income details
Remove a joint applicant	Contact housingliaison@longfordcoco.ie to discuss this process

+Version edited October 2023

All data supplied by you when completing this form (including personal data) will be used for the purposes of assessing your application for a Rent Review. In carrying out its functions under the Housing Act 1966-2014, Longford County Council may request and obtain information from other organisations which include the Department of Social Protection and The Revenue Commissioners. Longford County Council is compliant with Data Protection legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Longford County Council's Privacy Statement, visit www.longfordcoco.ie