REPAIR AND LEASING SCHEME (RLS)
Application Form

If you are interested in having your property repaired for leasing to your Local Authority, please complete the form below and attach any other relevant information you may have. **Recent photographs** of **the exterior, interior and garden (if applicable) must be submitted with this application.**

1. Contact Details	
Name	
Address	
Phone Number:	
Email Address:	

2. Property Details	
Property Address	
Eircode:	**Folio:**
Year of Construction:	
Type *(Apt, Duplex, Semi-D, Bungalow etc.)*	
N$^{o.}$ of Bedrooms Ground Floor	
N$^{o.}$ of Bedrooms First Floor / Second Floor	
Ground Floor Toilet (if multi-storey)	☐ **Yes** ☐ **No**
Floor Area *(m^2)*	
Site Area *(Acres)*	
Energy Rating *(BER)* **(if available)**	

3. Property Circumstances

Do you hold good, unencumbered, freehold title to the property? **If no, give details.**	
Is there a mortgage on the property? **If so, have you enquired from your lender if they will consent to a lease arrangement?**	
Was the property previously a local authority property? **If Yes, give details of how you acquired the property.**	
Is there current planning permission on the subject property? **If so, please provide planning reference number.**	
Is the property vacant? *Note vacancy is a requirement of the scheme - minimum of at least one year*	☐ **Yes** ☐ **No**
Reasons property is currently vacant?	
How long has the property been vacant?	

HEALTH & SAFETY
OHSAS 18001:2007
NSAI Certified

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Date the property is available from:	
Summary of Repairs required	
Estimate Cost of Repairs	
Please provide any other supporting documentation that you consider relevant to the property *(i.e. copies of documents, notices, etc.)*	

PLEASE RETURN TO:	**Longford County Council** **Vacant Homes Office, Housing Department** **Town Hall, Market Square, Co. Longford - N39 C5F2** **Tel: 043 334 4220 or email to: vacanthomesofficer@longfordcoco.ie**

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