

Rent Assessment Form

Tenancy Address

A/c No: _____ UPRN: _____

I/We certify that the information shown below is complete and correct and that all residents and all incomes in the dwelling are recorded below. I/We authorise and give authority to the Council to seek and receive any information which the Council may require from the Revenue Commissioners and Dept. of Social Protection or from any other source in relation to household income. I/We have read the checklist on the Rent Assessment Form and have included all applicable documentation and am/are aware that the inclusion of any false or misleading information, or deliberate exclusion of vital information, could leave me/us open to prosecution.

Signature of Tenant: _____ Date: _____

Signature of Tenant: _____ Date: _____

Telephone: _____ Mobile: _____ Email: _____

Please complete for all household members – Tenants and Occupants

Full Name	Date of Birth	PPS. No	Occupation	Weekly Income (if applicable)	Additional information if more than one income.

Return Address: Rent Account Management Section, Housing Department, Fingal County Council, Grove Road, Blanchardstown, Dublin 15, D15 W638.

Please see overleaf for checklist



**Failure to complete this form in full or to provide the required additional information will result in the return of all documents received.
Please use the checklists overleaf to ensure that you have supplied all the required information prior to returning your form.**

RENT ASSESSMENT CHECKLIST		
Employment Information required	What is this for ?	Tick ✓
Employment Detail Summary previous tax year	For all new jobs. Provides details of annual income	
Statement of Liability for previous tax year	If multiple jobs held in one year	
Pay and Tax details year to date	For new job start date and salary with deductions	
Cease certificate	For end date of job or to close off an income	
Please see the Revenue website via the My Account and PAYE services option to access the above documents.		
Self Employment Information required	What is this for ?	Tick ✓
Notice of assessment all 4 pages	For self employment income including deductions.	
Copy of Tax registration cancellation form	For confirming end of self employment business.	
Full Time Student Information required	What is this for ?	Tick ✓
Letter confirming attendance at a full time education course for the current academic year – required annually.	Reduction of rent while carrying out studies.	
An Employment Detail Summary if working.	Students can earn up to €15,000 as a student before incurring a rent charge on their income.	
Person's Moving In and Change in Household Information required	What is this for ?	Tick ✓
Income information relating to the person moving in (This does not infer the right to reside)	The person's income will be assessed for the weekly charge, this does not infer the right to reside or to succeed a tenancy	
A permission to reside form must be completed and returned to Estate Management prior to returning to or moving in to the property. A copy of this form is required also in Rents.	For checks on income and suitability at the property	
Marriage: Certificate and income	To update income and add to household composition	
New Baby: Birth certificate and PPS Number	To update the household composition	
Person's Moving Out /Deaths Information required	What is this for ?	Tick ✓
Documents to prove new address: A lease agreement, utility bill or tax and revenue documents. All documents must have the date, the person's name and new address	To close off the occupant's rent charge on the date they left. Their charge will remain on the property until received	
Death certificate	To remove rent charge for person recently deceased.	

This information is sought for the purpose of Section 20 and Section 22 of the Housing (Miscellaneous Provisions) Act 2009, and Section 58 of the Housing Act 1966-2014 as amended and Section 31 Housing Act 2009 as amended and shall be used only for the purpose for which it is intended.

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