



Documentation Required for the Online Affordable Housing Application

1. Proof of Income Documentation required:

- If EMPLOYED, please provide your most recent Employment Detail Summary (previously known as P60) which is available via www.revenue.ie/MyAccount.

AND

Please also arrange to have this [salary certificate](#) completed by your employer.
Payslips are NOT acceptable evidence.

- If SELF EMPLOYED, please upload Accountants Report/Audited Accounts (2 Years Required), Current Tax Balancing Statement & Current Preliminary Revenue Tax Payment Receipt.
- If NOT EMPLOYED, please upload Statement of total benefits received from Social Welfare which can be requested via email from your local Social Welfare/Intreo office.

2. Proof of Citizenship:

- Passport or Birth Certificate

*In the event you upload a Birth Certificate as proof, you **must** also upload photographic ID such as valid passport, EU Identity Card, EU/EEA Driving Licence

3. Proof of the Right to Reside in Ireland (if applicable):

For non-EU/EEA applicants:

- please submit a copy of your Irish Resident Permit (IRP) card, indicating which stamp/permissions you have, e.g. Stamp 4, Stamp 1G.
- All non-EEA/EU applicants who do not have a Stamp 4 must be legally resident in Ireland for a period of 5 years; or have leave to remain extending to potentially permit 5 years reckonable residence; or have indefinite leave to remain in the State. Five years proof of address and IRP cards must be submitted.

- An application from a non-EEA/EU national, who is a spouse or civil partner of an EU/EEA national, may be considered as part of a joint application for that household, provided they have a valid residence card or permanent residence card with a valid Stamp 4EUFam.
- UK citizens will be regarded as being legally resident in Ireland. (This accords with the Common Travel Area requirements).

4. Evidence of Ability to Finance the Purchase:

- A **mortgage letter of approval in principle** from a participating lender stating the maximum mortgage available to applicants,

and

- Proof of savings and deposit in the form of a current bank statement on headed paper **dated within the last 6 months**. (If applicable, please include proof of Help-to-Buy).

5. Proof of Buyer Status:

For First Time Buyers -

- **Confirmation of eligibility for Help to Buy Scheme:** Printout from Revenue portal (myAccount for PAYE applicants / ROS for Self-assessed applicants) confirming names of applicant(s) and maximum entitlement under the scheme), **OR** a printout from Revenue portal showing application submitted/acknowledged and "Under Review". If submitting a joint application, the Help to Buy confirmation must also be in joint names.

***Note that applicants are considered first-time-buyers only if BOTH are buying their home for the first time.**

Further information on Help to Buy is available on [Revenue.ie](https://www.revenue.ie).

- If you are a First Time Buyer and not availing of the Help to Buy, please provide a **sworn affidavit** from a Solicitor confirming that you have never previously owned a dwelling in Ireland or any other State.

For Fresh Start Applicants -


- Court Decree / Separation Agreement / Solicitors letter confirming the applicant is divorced/separated or otherwise and have left the property and divested themselves of their interest in the property.

- Copy of Land Registry showing name removed from property.
- Where the applicant has been divested of a previous property through insolvency or bankruptcy proceedings, proof of the applicant's status on the bankruptcy register is required. Proof that any property you previously owned or built has been sold, or given as part of a personal insolvency, bankruptcy agreement or other legal insolvency process.
- Applicant who's dwelling because of its size, is not suited to the current needs of their household, please provide an up-to-date valuation of your current property. Your current property must be sale agreed or advertised for sale.

6. Proof of Residency in Fingal Administrative area for a minimum of 5 years, for applicants to qualify under the 30% Residency Rule (provide at least one document dated in each of the 5 years)

- Series of utility bills
- Bank/Credit Union statements **see note below.*
- Documents issued by any government department that shows your address.

****Please note, if the 'Date of Statement' is 'forward' as circled below, the document will not count as part of your proof of residency. This part of the document should include an actual date in order to be valid, for example: 3 June 2021.**



Personal Bank Account
Statement of Account with Allied Irish Banks, p.l.c.

Branch: National Sort Code: Account Name: Telephone: Account Number: Page Number: 109 Date of Statement: **Forward**

This is an eligible deposit under the Deposit Guarantee Scheme. For more information, please see the "Deposit Guarantee Scheme - Depositor Information Sheet" which is available from your branch or on our website - www.aib.ie

Date	Details	Debit €	Credit €	Balance €
5 Mar 2021				15052.81
8 Mar 2021				
		105.00		14947.81
9 Mar 2021			350.00	15297.81
11 Mar 2021		105.00		15192.81