

# 2016 Tenant Purchase Scheme

## Application Form



**Cork City Council  
Housing Loans and Grants  
Department,  
Ground Floor,  
City Hall,  
Anglesea Street,  
Cork  
T12 T997**

**[www.corkcity.ie](http://www.corkcity.ie)**

**021 – 4924243  
021 – 4924512  
021 – 4924591  
021 – 4924169**

Local Authority Reference:

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

## CHECKLIST FOR APPLICANT/S

- |  |                          |
|--|--------------------------|
| Fully Completed Application Form               | <input type="checkbox"/> |
| Copy of current Income Details                 | <input type="checkbox"/> |
| Non Refundable Application fee of €100.00      | <input type="checkbox"/> |
| Application form signed by your solicitor      | <input type="checkbox"/> |
| Form to be stamped by Local Inspector of Taxes | <input type="checkbox"/> |

**2016 Tenant Purchase Scheme Application**

**Applicant(s) Details**

**TENANT**

**JOINT TENANT**

APPLICANT(S) NAME(S):

PPSN NUMBER:

ADDRESS:

TELEPHONE NO(S):

DATE(S) OF BIRTH:

EMAIL ADDRESS

CIVIL (MARITAL) STATUS

OCCUPATION(S):

GROSS ANNUAL INCOME

€

€

WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER

NAME & ADDRESS(ES) OF EMPLOYER(S):

IN PRESENT EMPLOYMENT(S) SINCE:

**Tenancy Details**

HAVE YOU BEEN IN RECEIPT OF SOCIAL HOUSING SUPPORT FOR A MINIMUM ONE YEAR

YES  NO

WHO PROVIDES THIS HOUSING SUPPORT?

CORK CITY COUNCIL   
APPROVED HOUSING BODY   
HAP   
RAS

TENANT(S) SINCE

RESIDENT AT CURRENT ADDRESS SINCE

WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER

DO YOU INTEND TO USE THIS ADDRESS AS YOUR NORMAL PLACE OF RESIDENCE?

YES  NO

DO YOU CURRENTLY RESIDE AT THIS ADDRESS?

YES  NO

IF YES ABOVE ARE YOU BEING ASSESSED FOR RENT PURPOSES

YES  NO

TENANTS SPOUSE/CIVIL PARTNER/CO-HABITANT RESIDENT IN THE HOUSE (IF NOT A JOINT TENANT

| <u>NAME</u> | <u>RELATIONSHIP TO TENANT(S)</u> | <u>PPSN NO:</u> | <u>INCOME SOURCES</u> | <u>GROSS ANNUAL INCOME</u> |
|-------------|----------------------------------|-----------------|-----------------------|----------------------------|
|             |                                  |                 |                       | €                          |
|             |                                  |                 |                       | €                          |
|             |                                  |                 |                       | €                          |
|             |                                  |                 |                       | €                          |
|             |                                  |                 |                       | €                          |

**Account Details**

1. RENT ACCOUNT- AMOUNT OF WEEKLY RENT € \_\_\_\_\_

2. CLEAR TO DATE-

YES  NO

3. IF NO ABOVE, AMOUNT DUE € \_\_\_\_\_

4. DO INCOME DETAILS CORRESPOND WITH THOSE DECLARED FOR RENT ASSESSMENT PURPOSES?

YES  NO

WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER

5. IF NO, AMOUNT PAYABLE RETROSPECTIVELY € \_\_\_\_\_

HAVE YOU EVER PURCHASED A DWELLING FROM CORK CITY COUNCIL OR ANY OTHER HOUSING AUTHORITY

YES  NO

HAVE YOU PAID ALL OUTSTANDING WATER CHARGES DUE AND OWING IN RESPECT OF WATER SERVICES PROVIDED BY IRISH WATER

YES  NO

**(IF YES PLEASE PROVIDE PROOF OF PAYMENT)**

**PLEASE NOTE THE FOLLOWING IF ANY MATERIAL IMPROVEMENTS HAVE BEEN MADE TO A CORK CITY COUNCIL PROPERTY**

Has the prior written consent of Cork City Council been obtained for any material improvements to the house? (Please include a copy of the written consent)

YES  NO

Improvements for decoration or any improvements carried out on the land are excluded from the material improvements calculation for the purposes of establishing the market value of the property.

**PLEASE INDICATE YOUR PROPOSED METHOD OF FINANCE FOR THE PROPOSED PURCHASE**

1. CASH PURCHASE
2. LOCAL AUTHORITY HPL LOAN

WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER

**HAVE YOU OR ANY HOUSEHOLD MEMBER ANY OF THE FOLLOWING**

|   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| 1 Convictions in the 5 year period prior to the date of application for offences by ANY household member under sections 5,6,7,14,15 or 19 of the criminal Justice (Public Order) Act 1994(No 2 of 1994) | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 5: Disorderly conduct in a public place   | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 6: Threatening, abusive or insulting behaviour in a public place  | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 7: Distribution or display in a public place of material which is threatening, abusive, insulting or obscene  | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 14: Riot  | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 15: Violent disorder  | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 19: Assault or obstruction of a peace officer or emergency services personnel   | <input type="checkbox"/> | <input type="checkbox"/> |

**If yes please give details:**

---

(including name, address and details of conviction)

|  | <b>YES</b>               | <b>NO</b>                |
|--|--------------------------|--------------------------|
| 2 Court Orders made in the 5 year period prior to the date of application in respect of Any household member under –         |                          |                          |
| a) Sections 3, 3A or 4 Housing (Miscellaneous Provisions) Act 1997: Subject of an excluding order or interim excluding order | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Section 257D of the Children Act 2001 (No 24 of 2001): Subject of a behaviour order                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Section 115 of the Criminal Justice Act 2006 (No 26 of 2006): Subject of a civil order                                    | <input type="checkbox"/> | <input type="checkbox"/> |

**If yes please give details:**

---

(including name, address and details of the order)

**Cork City Council is obliged to request Garda Checks on all Household members**

**Warranty**

The sale of a house under this Act does not imply any warranty on the part of Cork City Council in relation to the state of repair or conditions of the house or its fitness for human habitation [section 25(3) of Housing (Miscellaneous Provisions) Act 2014.

**Fine for Provision of False or Misleading Information.**

“Section 32(7) of the Housing (Miscellaneous Provisions) Act 2009 and section 6 of the Fines Act 2010 provide that it is an offence, punishable on conviction by a class C fine (i.e. an amount not greater than €2,500 but greater than €1,000), for a person to knowingly provide false or misleading information or documents or to knowingly conceal any material fact in relation to the purchase of a house under Part 3 of the Housing (Miscellaneous Provisions) Act 2014. Section 32(8) of the 2009 Act provides that a Housing Authority may recover from a person convicted of an offence under section 32(7) any higher expenditure that the authority incurred on the sale of a house due to reliance on false, misleading or undisclosed information”

**Collection and Use of Data**

Cork City Council will use the data which you have supplied to assess and administer your application. Data may be shared and verified with other public bodies for the purpose of the prevention or detection of fraud. The housing authority may, in conjunction with the Department of the Environment, Community & Local Government, process this data for research purposes.

**Additional Information**

Where requested by Cork City Council, additional information must be provided by the applicant(s) within four weeks. If information is not received within four weeks than the application will be cancelled. If cancelled and applicant(s) wish to make a new application then they will be required to pay a new non refundable application fee of €100.00.

All correspondence between Cork City Council and the applicant(s) is without prejudice and subject to any Transfer Order

**Declaration**

I/We\* hereby apply to Cork City Council to purchase the above house under the terms of the 2016 Tenant (Incremental) Purchase Scheme.

I/We\* accept that sale of a house under this scheme does not imply any warranty on the part of Cork City Council in relation to the state of repair or condition of the house or its fitness for human habitation and that as the house will be valued on the basis of its existing condition, Cork City Council is under no obligation to put the house being purchased under the scheme into good structural condition prior to sale.



WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER

I/We\* accept that the maintenance and repair of the dwelling after sale is the responsibility of the purchaser.

I/We\* accept that unless otherwise instructed, Cork City Council will upon completion of the purchase, arrange to have the house vested in the joint names of the tenant and his/her spouse/partner.

I/We\* declare that the information and particulars given by me/us on this application are true and correct.

I/We\* authorise Cork City Council to make whatever enquiries it considers necessary to verify details of my/our application.

I/We\* am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

\*(Delete where appropriate)

Signed: \_\_\_\_\_  
Tenant

Signed: \_\_\_\_\_  
Joint Tenant

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**I/We declare that the information contained in this Application Form is true and accurate to the best of my/our knowledge and belief and I/we undertake to complete the purchase of the property within 6 months of the date of any offer.**

**Signed** \_\_\_\_\_ **Applicant(s)**

In the presence of \_\_\_\_\_, **Solicitor for the Applicant(s)** on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**Received by Housing Department on** \_\_\_\_\_