



Checklist for documents to be included with Housing Adaptation Grants for Older People and People with a Disability

Please note that your application form must be fully completed and submitted with all the required documentation. The non-submission of required documentation may render your application invalid. If deemed invalid your application form will be returned. The checklist below will help you to identify the documents required to render your application as valid:

All applications will need the following:

☐ **Evidence of Income for the previous tax year.** Please see page 16 for accepted proofs of income.

☐ **Local Property Tax History of Payments.** We require you to submit a letter from Revenue stating that your tax is paid **for all periods 2013 to 2025**, or if you have a deferral of payment (Local Property Tax will be paid later), or if you have an exemption (Local Property Tax does not have to be paid). Alternatively, you can print your full payment history directly from Revenue online at Web: www.revenue.ie or you can call the Revenue Commissioners on Tel: (01) 738 3626. If unable to print please submit Property Pin, Property ID and PPSN and report can be printed for you, this information can be acquired through the number above.

☐ **If applying for repair or providing heating please provide the following:**

- Report from a contractor describing the condition of the existing heating system.
- Grants are not available to buy new fossil fuel boilers, for example oil or gas boilers

☐ **If applying for Roof works, please provide the following:**

- Letter stating works are not covered by house insurance.
- Itemised quotation for works to be carried out.

☐ **If applying for rewiring, please provide the following:**

- A Periodic Inspection Report from an electrician describing the stating the current condition of the existing wiring.
- A quotation for the works to be carried out.
- Where Fusebox is being replaced photographs of original Fusebox.

☐ **If applying for windows and doors, please note the following**

Applications for the replacement of Double-Glazed Windows are no longer be accepted.
The scheme is intended to assist with **the replacement of single glazed timber or aluminium framed windows, which have been assessed as being at the end of life.**
Please note that the scheme does not provide for the replacement or upgrading of existing double-glazed windows and doors, regardless of their age or condition.

If applying for eligible windows and/or doors, please provide the following:

- An itemised quotation including measurements of each window and door you wish to replace. Please ensure the quotation covers thumb latches, window restrictors and vent.
- Pictures of the existing windows/doors.