



Checklist for documents to be included with Housing Adaptation Grants for People with a Disability living in Approved Housing Bodies.

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 all household income for the year ended 2025 from all persons residing at the property; Please submit proof of such relevant to your circumstances from the list below:**

1. **For PAYE Workers/ Private Pensions:** 2025 Statement of Liability from Revenue.
2. **For Self-assessed/Self-employed individuals:** A copy of your “Self-Assessment – Chapter 4 of Part 41A TCA 1997” Income Tax Assessment.
3. **For those receiving income from the Department of Employment Affairs and Social Protection (DEASP):** 2025 Statement of Payments. You may contact Department of Employment Affairs and Social Protection, Cork on [Tel: \(0818\) 405060](tel:0818405060)
4. **For State Pensioners:** Statement of Payments from DEASP for 2025

☐ **Page 19 of Application Form.** Please sign and date this page giving consent for us to process your application.

☐ **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.** You can contact your Housing Officer to obtain this document.

☐ **Doctor’s Certificate,** pages 17 and 18 of the application form and they need to be fully completed and stamped by your G.P.

☐ **Permission from relevant Housing Body to carry out the requested works**