



Easy to Read Guide to Filling in the Social Housing Support Application Form



**An Roinn Tithíochta, Pleanála,
Pobail agus Rialtais Áitiúil**
Department of Housing, Planning,
Community and Local Government



What is the form about?

This form is an application to your Local Authority for social housing.

If you are having trouble filling in this form you can contact the Housing Section of your Local Authority or a Citizens Information Centre.



It is important that you answer all the questions that apply to you. You should write n/a if the questions don't apply to you.

N/A

Please write answers clearly.

You have to send in other documents with the form. There is a checklist to help make sure you remember everything. The form will not go through unless everything is sent in.



Please take a copy of everything before you send it into the Local Authority.



We may also ask you for more information at a later time.

What information do I include on the form?



Employee No.	Employee Name	Process Date	Mutual Insurance Number
0834	FULL NAME HERE	20/01/2005	NP0000009
Payments		Debit Items	
Gross Salary	Units: 100, Rate: 3750.00, Amount: 3750.00	PAYE Tax	Amount: 845.10
Holiday		National Insurance	265.82
Payment Method: Cheque			
FULL NAME 38 ANYWHERE COURT KENSINGTON SW3 000		This Period	Year To Date
		Tax Period: 10, Tax Code: 489L, Total Gross Pay: 3750.00, Gross for Tax: 3750.00, Gross for NI: 2730.00	Total Gross Pay TD: 37500.00, Gross for Tax TD: 37500.00, Tax Paid TD: 8451.90, Earnings for NI TD: 27300.00, National Insurance TD: 2656.20
COMPANY NAME		Net Pay	2639.19



You will need to include all the Personal Public Service Numbers (PPS) for everyone who lives in your house who needs housing.

If you don't know a child's PPS number, you can get it by phoning or dropping into the local Social Welfare Office in your area.

You must include information about your income.

Income is any money you get from working or from social welfare.

If you are working you can send in a P60 form, or 4 of your last 6 payslips.

If you are self-employed you must send in at least 2 years of accounts or a P21 statement.

If you are getting a social welfare payment, then you will need to include a statement from the Department of Social Protection.

You can talk to your Local Authority about this.



What other information is needed?

If we think a person may be involved in anti-social behaviour, we can ask other agencies like the Gardaí.

If you change address or your income changes you must let us know.

We might contact you at a later stage for any other information that we need.

Where can I apply for social housing support?

You can only apply to one Local Authority.

This Local Authority must be in the area where you and your household usually live.

The logo of the Local Authority for where you would like to live will be on the front of the application form.

You can apply to another area if someone living in the house has a local connection to that area.

A local connection is when someone

- used to live in an area for 5 years,
- works within 15km of the area,
- goes to school or college there,
- needs educational or health services in that area, or
- has a relative living in the area for more than 2 years.



The Checklist:

The form has a checklist and this includes all the extra information that must be included.

You must remember to send a completed checklist in or your form will not go through.



All forms must include

- Photographic ID (passport or drivers licence).
- Birth certificates for all people in the house.
- PPS Numbers for all people in the house who are applying for housing.
- Proof of address (like a bill).
- Proof of citizenship or leave to remain in Ireland.
- Proof of income.
- A form from the Revenue Commissioners/Employer/Social Welfare may be at the end of the form, it needs to be filled out by the right office.

your electricity bill  think beyond

Mr Sam Sample.
Any Street.
Any Town.
Any County

Billing period 01 D
01 D
Date of issue 07 D

Account number 123456

METER NO.	METER READINGS			ELECTRICITY USED kWh	METER READING TYPES	MPRN
	PRESENT	MINOR	PREVIOUS			
Z000001234	6010		5065	945	A Actual reading C Customer reading	123456

Emp/psn No.	Employee Name	Payroll Date	National Insurance Number																						
0634	FULL NAME HERE	20/1/2005	NP000000B																						
<table border="1"> <thead> <tr> <th>Payments</th> <th>Units</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Gross Salary</td> <td>1.00</td> <td>3750.00</td> <td>3750.00</td> </tr> <tr> <td>Monthly</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Payment Method:</td> <td colspan="3">Cheque</td> </tr> </tbody> </table>		Payments	Units	Rate	Amount	Gross Salary	1.00	3750.00	3750.00	Monthly				Payment Method:	Cheque			<table border="1"> <thead> <tr> <th> Deductions</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>PAYE Tax</td> <td>845.19</td> </tr> <tr> <td>National Insurance</td> <td>265.62</td> </tr> </tbody> </table>		Deductions	Amount	PAYE Tax	845.19	National Insurance	265.62
Payments	Units	Rate	Amount																						
Gross Salary	1.00	3750.00	3750.00																						
Monthly																									
Payment Method:	Cheque																								
Deductions	Amount																								
PAYE Tax	845.19																								
National Insurance	265.62																								
<table border="1"> <thead> <tr> <th> This Period</th> <th> Year To Date</th> </tr> </thead> <tbody> <tr> <td>Tax Period: 10</td> <td>Tax Code: 489L</td> </tr> <tr> <td>Total Gross Pay</td> <td>3750.00</td> </tr> <tr> <td>Gross for Tax</td> <td>3750.00</td> </tr> <tr> <td>Earnings for NI</td> <td>2730.00</td> </tr> </tbody> </table>		This Period	Year To Date	Tax Period: 10	Tax Code: 489L	Total Gross Pay	3750.00	Gross for Tax	3750.00	Earnings for NI	2730.00	<table border="1"> <thead> <tr> <th> Year To Date</th> </tr> </thead> <tbody> <tr> <td>Total Gross Pay TD</td> <td>37500.00</td> </tr> <tr> <td>Gross for Tax TD</td> <td>37500.00</td> </tr> <tr> <td>Tax Paid TD</td> <td>8451.90</td> </tr> <tr> <td>Earnings for NI TD</td> <td>27300.00</td> </tr> <tr> <td>National Insurance TD</td> <td>2656.20</td> </tr> </tbody> </table>		Year To Date	Total Gross Pay TD	37500.00	Gross for Tax TD	37500.00	Tax Paid TD	8451.90	Earnings for NI TD	27300.00	National Insurance TD	2656.20	
This Period	Year To Date																								
Tax Period: 10	Tax Code: 489L																								
Total Gross Pay	3750.00																								
Gross for Tax	3750.00																								
Earnings for NI	2730.00																								
Year To Date																									
Total Gross Pay TD	37500.00																								
Gross for Tax TD	37500.00																								
Tax Paid TD	8451.90																								
Earnings for NI TD	27300.00																								
National Insurance TD	2656.20																								
FULL NAME 35 ANYWHERE COURT KENSINGTON SW3 000		COMPANY NAME Net Pay 2639.19																							



The Checklist (continued)

If it applies to you, send in

- Marriage certificate.
- Proof of separation or divorce.
- Information about any property or land you own or used to own.
- Proof of a connection with the local area if you don't live there.
- Letter from a Local Authority where you previously lived.
- Proof of any medical condition or disability, if that applies.



The form is in 15 parts and this is a guide to those parts:

Part 1: Is about your details, like your name, address and date of birth plus more.

If you are applying with your partner, they will fill out the part of the form that says "Applicant 2" all the way through the form.





Part 2: Asks questions about where you were born.

Part 3: Asks if you are married – tick the box that applies.

Employer No.	Employee Name	Payment Date	National Insurance Number
0834	FULL NAME HERE	20/01/2005	NP0000008
Payments		Deductions	
Gross Salary	Units Rate Amount	PAYE Tax	Amount
Monthly	1.00 3750.00 3750.00	National Insurance	845.19
Payment Method: Cheque			265.62
FULL NAME		Total Gross Pay TD	
35 ANYWHERE COURT		3750.00	
KENSINGTON		Gross for Tax TD	
SW3 000		3750.00	
		Tax Paid TD	
		845.19	
		Earnings for NI TD	
		2730.00	
		National Insurance TD	
		265.62	
COMPANY NAME		Net Pay	
		2639.19	

Part 4: Asks about your work, if any.

Part 5: Asks about your income – from social welfare or working.

Part 6: Asks about any other applicants there might be.



Part 7: Asks about any medical condition or disability that you might have. You might have letters from doctors to attach.

Part 8: Asks about why you want to live in the area you are applying for.

Part 9: Asks about where you live now.

Part 10: Asks about where you lived before.





Part 11: Asks about any property or land you might own. Put n/a in these boxes if these questions don't apply to you.



Part 12: Asks if you have ever been in trouble with the Gardaí.

Part 13: Asks what kind of home you would like.

Part 14: Asks where you would like to live – you can pick 3 areas.



Part 15: This section is for you to add in any other information you think might be useful for your application.



At the end of the application form there is a section for you to sign called a 'Declaration'.

Read this carefully and sign it, if there is a second applicant you should get them to sign it too.

Where do I bring the form?

The form should be brought to the Customer Care counter in the Local Authority Office.



This Easy to Read Document was developed by Inclusion Ireland for the Housing Agency. The document was proof-read by men and women with disability.

Local Authority Details



“© European Easy-to-Read Logo: Inclusion Europe.

More information at www.easy-to-read.eu”.

