



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?



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.

P60		FULL NAME HERE		2011/12/2011		PPS NUMBER	
Gross Salary	1.00	2750.00	2750.00	PRIVE Tax		945.19	
Net Salary				National Insurance		284.82	
Payment Method							
Cheque							
FULL NAME BL ANYWHERE COURT KENSINGTON SW2 0SE		Tax Period: 12	Tax Code: 439L	Total Gross Pay T1		2750.00	
		Total Unrel. Pay	2750.00	Class 1a Tax T2		2750.00	
		Gross In Tax	2750.00	Tax Paid T2		441.80	
		Earnings In NI	2750.00	Earnings In NI T2		2750.00	
				National Insurance T2		284.82	
COMPANY NAME				Net Pay		2039.18	

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.

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

An Roinn Coimirce Sóisialaí
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.
- PS Numbers for all people in the house.
- Proof of address (like a bill).
- Proof of citizenship or leave to remain in Ireland.
- Proof of income.
- Form from the Revenue

your electricity bill

Bord Gáis Energy
think beyond

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

Billing period 01 Oct 09
01 Dec 09
Date of issue 07 Dec 09

Account number
123456789

METER NO.	METER READINGS	ELECTRICITY USED	METER READING TYPES	MPRN
Z000001234	6910	5065	945	1234567890

Actual Reading
 Customer Reading

Reference	Invoice Date	Invoice Period	Invoice No	Invoice Type
0004	FULL NAME HERE	20/12/08	NP000008	
Invoice	01/01/09	01/01/09	01/01/09	01/01/09
Net Pay	2000.00			

FULL NAME: 10 ANYWHERE COURT, KENSINGTON, SAO 000
 Tax Period: 10, Tax Code: 400L
 Total Gross Pay: 3700.00
 Gross for Tax: 3700.00
 Savings for NI: 3700.00
 Total Gross Pay TD: 3700.00
 Gross for Tax TD: 3700.00
 Net Pay TD: 2000.00
 Savings for NI TD: 3700.00
 National Insurance TD: 3888.20



The Checklist (continued)

If it applies to you, send in



- marriage certificate.
- proof of separation or divorce.
- information about any 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



Part 2: Asks questions about where you were born.

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

Category	Amount	Rate	Amount	Category	Amount
Gross Salary	1.25	3750.00	3750.00	PAYE Tax	840.19
Monday				National Insurance	255.82
Payment Method					
Cheque					
FULL NAME 35 ANYWHERE COURT WINDINGTON BN9 0DE			Tax Payers: 02 Tax Code: 400L	Total Gross Pay TD	3750.00
COMPANY NAME			Water Global Pay	Gross Inc Tax TD	3750.00
			Gross for Tax	Tax Paid TD	840.19
			Earnings for NI	Shareable for NI TD	3750.00
				National Insurance TD	255.82
				Net Pay	2653.99

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



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.



Monaghan County Council

County Offices

The Glen

Monaghan

Tel: (047) 30500

Fax: (047) 82739

Email: info@monaghancoco.ie



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

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

