

These pages do not need be returned to the local authority with your application.

Tenant (Incremental) Purchase Scheme 2016

Notes on Reckonable Income & Supporting Documentation Required

Supporting Documentation to Accompany Application

The following documentary evidence, verifying the different types of reckonable income must be submitted for the tenant, joint tenant, spouse, civil partner or other partner (cohabitant) who lives in the house,

Employee income:

- one or both of Form Employment Detail Summary and payslips for each employment and, where necessary, a signed and stamped employer's salary certificate, stating employment terms, basic salary, overtime, commission, bonuses and any other payments;

Income from self-employment:

- a copy of the income and expenditure accounts for each business or such documentation that satisfies the housing authority as to the nature and amount of income involved;

Payments made by the Department of Social Protection:

- documents issued by that Department, detailing the payments made;

As of the 1st February 2022, an applicant whose state contributory and non-contributory pension is their primary source of income can now apply under the scheme. Income from all other social welfare payments by the Department of Social Protection, will only be reckonable where these payments constitute a secondary source of income, i.e. a social welfare payment to a tenant in receipt of income from employment is reckonable income, as is a social welfare payment to the spouse, civil partner or cohabitant of a tenant in employment, whether or not that payment is in addition to employment income of that spouse, civil partner or cohabitant;

Rental income from land or property:

- a copy of accounts or a statement of rental income;

Interest on savings, investments or dividends:

- a statement from the financial institution or other provider, detailing the amount paid;

A pension other than a pension paid by the Department of Social Protection:

- a document issued by the body involved, detailing the payments made;

Maintenance payments received:

- the Court Order, formal or informal maintenance arrangement or agreement, or solicitor's statement, detailing the amount and frequency and end-date of payments, and documentary evidence that the required payments are being made in accordance with the order, arrangement, agreement or statement concerned;

Income from any other source:

- documentary evidence from the appropriate person or body involved, detailing the source and nature of the income and the amount paid.

Reckonable income

1. A housing authority shall include the following sources and classes of income in determining reckonable income:
 - (a) Income from employment, including self-employment;
 - (b) Overtime payments, bonuses and commission, as follows:
 - (i) Overtime – restricted to a maximum of 10% of basic income, except where there is a regular overtime pattern;
 - (ii) Bonuses – restricted to a maximum of 10% of basic income;
 - (iii) Commission – restricted to a maximum of 30% of basic income;
 - (c) Maintenance payments received;
 - (d) Income from rental properties, dividends, capital investments and other similar sources of income;
 - (e) Reckonable income includes the State Contributory and Non-Contributory Pension as primary sources of income. All other social welfare payments by the Department of Social Protection, will be treated as a secondary source of income, i.e. a social welfare payment to a tenant in receipt of income from employment is reckonable income, as is a social welfare payment to the spouse, civil partner or cohabitant of a tenant in employment, whether or not that payment is in addition to employment income of that spouse, civil partner or cohabitant;
 - (f) Pensions, from whatever source, including from abroad.

- (2) In determining reckonable income, a housing authority shall disregard income that is once-off, temporary or short-term in nature and that is outside the regular pattern of a person's annual income. Otherwise, where income fluctuates from week to week, reckonable income shall be determined on the basis of a person's average earnings over a typical work period.

Income Disregards

(1.) Income from the following sources is not reckonable under the scheme and is not included in determining a tenant's gross income:

- (a) Child Benefit;
- (b) Carer's Allowance, Carer's Benefit and Half-Rate Carer's Benefit;
- (c) Working Family Payment;
- (d) Guardian's Payment (Contributory & Non Contributory);
- (e) Exceptional Needs Payments;
- (f) Diet Supplement;
- (g) Fuel Allowance;
- (h) Carer's Support Grant;
- (i) Prescribed Relative Allowance;
- (j) Living Alone Increase;
- (k) Age 80 (Pension) Increase;
- (l) Domiciliary Care Allowance;
- (m) Tús (Community Work Placement Initiative);
- (n) Back to Education Allowance;
- (o) Gateway (Local Authority Activation Scheme);
- (p) Rural Social Scheme;
- (q) Community Employment Programme;
- (r) Fostering Allowance;
- (s) Blind Welfare Allowance;
- (t) Back to Work Family Dividend
- (u) Boarding-Out Payments;
- (v) Student grants and scholarship schemes;
- (w) Home Tuition Scheme;
- (x) Youthreach training allowance;
- (y) Payments by charitable organisations, one of the functions of which is to assist persons in need by making grants of money to them;
- (y) payments made by another EU Member State that correspond to Child Benefit;
- (aa) rehabilitation training allowances.