

MONAGHAN COUNTY COUNCIL

HOUSING INCREMENTAL PURCHASE SCHEME 2016



APPLICATION FORM

Updated January 2024

The Incremental Purchase Scheme available from 1st January 2016 allows Social Housing Tenants to purchase the dwelling in which they reside from the Council. The purchaser must be the tenant of the house and the house must be available for sale under the scheme.

You are eligible to apply for the scheme provided you:

- have been in receipt of social housing support for at least ten (10) years – one tenant only
- have a minimum gross annual income of €11,000, the primary source of which cannot be a Department of Social Protection payment with the exception of the State Contributory/Non-Contributory, Widow's, Widower's Surviving Partner's Pensions (Contributory/Non-Contributory), Blind Pension, Invalidity Pension and Disability Allowance which are now deemed to be a primary source of income
- have not been engaged in anti-social behaviour (you or any household member);
- have not been in arrears of rent or local authority charges for an accumulated period of 12 weeks or more in the 3 years prior to application under the scheme, or, where you have been in such arrears, have entered into and are complying with a payment arrangement with your local authority;
- have not previously purchased a house under a tenant purchase scheme;

Certain properties may not be purchased under this scheme including, but not exclusively, the following:

- apartments, flats, maisonettes and duplexes
- houses specially designed for older people
- houses provided for people with disabilities to help them leave institutional care and live in the community
- houses that are part of a group housing scheme for Travellers
- caravans, mobile homes or other homes that can be moved
- houses in a private development transferred to the local authority by the developer
- houses reserved by the local authority for a particular reason
- Part V Tenancies
- Other properties the council do not wish to include in the scheme in interest of good estate management

If you have any questions, please call the Housing Department on (047) 30527

PROCESSING DETAILS

File Reference /Customer Code	
-------------------------------	--

Applicant Checklist

Before submitting your application please confirm that you:

- ☐ Have read the Tenant Information Booklet - including the terms and conditions of the Scheme.
- ☐ Have completed all parts of the application form about you and your household.
- ☐ Have attached evidence of income/supporting documentation as detailed on the attached pages.
- ☐ Have submitted an up to date rent review form including the details and income of all tenants and occupants.
- ☐ Have checked with your local authority that your house is included under the scheme.
- ☐ Have signed the declaration.

Notes:

1. Your local authority will only process completed application forms. Incomplete forms will be returned.
2. All joint purchasers (including spouse) must be named tenants before completion of sale by your local authority.
3. A rent check will be undertaken to ensure that current declared income for the purposes of rent matches the income used to determine discount for the purposes of Tenant Purchase. Where tenants have under declared income for the purposes of rent, their application for Tenant Purchase will be deferred for 6 months to ensure their rent account is up to date with their current income and they may be required to backpay actual rent charge for the period of under declared rent before the tenant purchase can be completed.
4. Garda vetting of your household may be required before completion of sale by your local authority. The local authority may carry out checks with the relevant bodies (e.g. Gardai) in relation to information provided on the application form.
5. Arrears of any kind with your local authority must be cleared in full before completion of sale by your local authority.
6. All correspondence with your local authority regarding the Scheme is WITHOUT PREJUDICE AND SUBJECT TO ANY TRANSFER ORDER.

Please return completed Housing (Incremental) Purchase Scheme 2016 applications to:

**Housing Loans & Grants,
Housing Section,
Monaghan County Council,
The Glen,
Monaghan.**

Applicant Details	Tenant	Joint Tenant/Spouse/Partner
Name		
Address		
Eircode		
Previous Social Housing Address (if applicable)		
PPS Number		
Phone Number		
Email address		
Civil (Marital Status)		

Income Details	Tenant	Joint Tenant
Employment Income Per Week	€	€
Self-Employment Income Per Week	€	€
Social Welfare Income Per Week	€	€
Name of Social Welfare Scheme(s)		
Maintenance Received Per Week	€	€
Any Other Income Per Week	€	€
Source of other income		
Gross Annual Income	€	€

*** Evidence of income must be supported by documentation as detailed on the attached pages. Sources of income that cannot be included are also attached.**

Have you previously purchased a dwelling under a tenant purchase or incremental purchase scheme?

Yes: ☐

No: ☐

What is the intended source of funding for the purchase money?

Own Resources*: ☐ Private Mortgage: ☐ Local Authority Loan: ☐

* cash payments will not be accepted

Public Order Offences

In the 5 year period prior to the date of this application, has any member of the household been convicted of an offence under the following sections of the Criminal Justice (Public Order) Act 1994?

- Section 5: Disorderly conduct in a public place
Section 6: Threatening, abusive or insulting behaviour in a public place
Section 7: Distribution or display in a public place of material which is threatening, abusive, insulting or obscene
Section 14: Riot
Section 15: Violent disorder, or
Section 19: Assault or obstruction of a peace officer or emergency services personnel

Yes: ☐ No: ☐

If 'Yes', please give details: _____
(including name, address and details of conviction)

In the 5 year period prior to the date of this application, has any member of the household been the subject of Court Orders under the following statutory provisions?

- Sections 3, 3A or 4 Housing (Miscellaneous Provisions) Act 1997: Subject of an excluding order or interim excluding order,
- Section 257D of the Children Act 2001 (No. 24 of 2001): Subject of a behaviour order, or
- Section 115 of the Criminal Justice Act 2006 (No. 26 of 2006): Subject of a civil order.

Yes: ☐ No: ☐

If 'Yes', please give details: _____
(including name, address and details of the order)

IMPORTANT - Information for the attention of the applicant

Notice about Offences

Section 32(7) of the Housing (Miscellaneous Provisions) Act 2009 and section 6 of the Fines Act 2010 provide that it is an offence, punishable on conviction by a class C fine (i.e. an amount not greater than €2,500 but greater than €1,000), for a person to knowingly provide false or misleading information or documents or to knowingly conceal any material fact in relation to the purchase of a house under Part 3 of the Housing (Miscellaneous Provisions) Act 2014. Section 32(8) of the 2009 Act provides that a housing authority may recover from a person convicted of an offence under section 32(7) any higher expenditure that the authority incurred on the sale of a house due to reliance on false, misleading or undisclosed information.

Collection and Use of Data

Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and will be clearly set out in the relevant data protection policies and procedures for the local authority to whom you are submitting your application. If you have any query in relation to your rights under GDPR, you can contact the nominated Data Protection Officer for that local authority. Details of how to submit your query will be supplied by the local authority directly.

Additional Information

Where requested by Monaghan County Council, additional information must be provided by the applicant(s) within four weeks.

All correspondence between Monaghan County Council and the applicant(s) is without prejudice and subject to any Transfer Order.

Declaration

I/We* hereby apply to Monaghan County Council to purchase the above house under the terms of the 2016 Tenant (Incremental) Purchase Scheme.

I/We* accept that sale of a house under this scheme does not imply any warranty on the part of the housing authority in relation to the state of repair or condition of the house or its fitness for human habitation and that as the house will be valued on the basis of its existing condition, the housing authority is under no obligation to put the house being purchased under the scheme into good structural condition prior to sale.

I/We* accept that the maintenance and repair of the dwelling after sale is the responsibility of the purchaser.

I/We accept that unless otherwise instructed, Monaghan County Council will upon completion of the purchase, arrange to have the house vested in the joint names of the tenant and his/her spouse/partner.

I/We* declare that the information and particulars given by me/us on this application are true and correct.

I/We* authorise the housing authority to make whatever enquiries it considers necessary to verify details of my/our application.

I/We* am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

* (Delete where appropriate)

Tenant Name: _____ **Joint Tenant Name** _____
Block Capitals **Block Capitals**

Signed: _____ **Signed:** _____
Tenant **Joint Tenant**

Date: _____ **Date:** _____

Disclaimer

Monaghan County Council is compliant with Data Protection Legislation including the provision of the Data Protection Act 2018 and GDPR. For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our Privacy Notice relevant to this activity on our website at <https://monaghan.ie/corporateservices/data-protection-privacy-notice/>