



# Application form for Rent Supplement

## What is Rent Supplement?

Rent Supplement is a means tested payment for people living in private rented accommodation who cannot provide for the cost of their accommodation. Please note, if you are already receiving Housing Assistance Payment (HAP) from your Local Authority, you do not qualify for Rent Supplement.

## How do I qualify for Rent Supplement?

You can qualify for Rent Supplement if you:

- are renting accommodation;
- satisfy a means test; **and**
- you were previously in receipt of a Rent Supplement payment within 12 months of the date of application; **or**
- you have been renting for a period of six months (183 days) within the past 12 months of the date of this application, are experiencing a substantial change in your circumstances and are now unable to pay the rent.

## How much will I receive?

The amount of Rent Supplement provided to you by the Community Welfare Service is based on:

- the amount of rent you pay;
- where you live;
- your household's income; **and**
- your family circumstances.

A contribution towards the rent is expected of everybody in receipt of rent supplement - this contribution will be calculated on a household's income.

## How long will the payment last?

Rent Supplement will last for as long as you continue to meet the conditions of the scheme.

You must notify the department if your circumstances change, for example employment, self-employment, full-time education, or any other change in your household's income.

## Where can I get more information?

The Community Welfare Service in your local Intreo Centre can provide all information on Rent Supplement. They can explain the process and supply an application form.

## How to complete this application form?

- You need a Personal Public Service (PPS) Number before you apply.
- Write with a black ballpoint pen, use capital letters and place an X in the relevant boxes.
- Answer all questions that apply to you.

## How can I get help and further information?

Help in completing this form is available from your local Intreo Centre, Social Welfare Office or any Citizens Information Centre. When completed, send your form to your local Intreo Centre or Social Welfare Office. The name and address of your local Intreo Centre or Social Welfare Office can be found by visiting **[www.gov.ie/intreo](http://www.gov.ie/intreo)**

For more information visit **[www.gov.ie/RENT](http://www.gov.ie/RENT)**

## How to fill in this form

To help us to process your application write letters and numbers clearly and use one box for each. Please see examples below.

1. Your PPS Number: 

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2. Title insert an **X** or specify: Mr ☐ Mrs ☒ Ms ☐ Other 

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3. Surname: 

M	U	R	P	H	Y											
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4. First names: 

M	A	U	R	E	E	N										
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5. Your name as it appears on your birth certificate: 

M	A	R	Y		M	C	D	E	R	M	O	T	T				
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6. Birth surname: 

M	C	D	E	R	M	O	T	T								
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7. Your date of birth: 

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D	D		M	M		Y	Y	Y	Y
8. Your mother's birth surname: 

K	E	L	L	Y												
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9. Your nationality: 

I	R	I	S	H												
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10. Do you have a social security number from another country? ☒ Yes ☐ No
- If **yes**, please state:
- Social Security Number: 

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- Country: 

E	N	G	L	A	N	D										
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11. Do you have an Irish Residence Permit? ☒ Yes ☐ No

## Contact Details

12. Your address: 

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D	O	N	E	G	A	L		T	O	W	N						
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13. Your telephone number: 

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0	1	3	2	1	1	2	3	4									

**Mobile**
- Landline**
14. Your email address: 

M	M	U	R	P	H	Y	@	W	E	L	F	A	R	E	.	I	E		

# SAMPLE



- ☐ Yes ☐ No

- ☐ Single    ☐ Separated    ☐ In a Civil Partnership

- ☐ Married    ☐ Divorced    ☐ A surviving Civil Partner

- ☐ Widowed    ☐ Cohabiting    ☐ A former Civil Partner (you were in a Civil Partnership that has since been dissolved)

- ☐ Yes ☐ No

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- ☐ Yes ☐ No

- [illegible]

[illegible][illegible]

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Number of hours worked per week:

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☐ Yes ☐ No

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- ☐ Yes ☐ No

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Frequency of this payment: ☐ Weekly ☐ Fortnightly ☐ 4 Weekly ☐ Calendar Month

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- [illegible]

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☐ Yes ☐ No

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## Your spouse's, civil partner's or cohabitant's details

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Mr ☐ Mrs ☐ Ms ☐ Other ☐

[illegible][illegible]

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[illegible][illegible]

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☐ Yes ☐ No

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☐ Yes ☐ No

☐ Yes ☐ No

D	D	M	M	Y	Y	Y	Y
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☐ Weekly ☐ Fortnightly ☐ 4 Weekly ☐ Calendar Month

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[illegible]

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☐ Yes ☐ No

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A separate sheet of paper can be used for more details if required for this section.

33. Have you, your spouse, civil partner or cohabitant received, or due to receive, redundancy payments? ☐ Yes ☐ No

If **yes**, provide details in the table below.

Recipient	Redundancy Amount (Received or Due)	Date Paid or Due Date
You		
Your spouse, civil partner or cohabitant		

Attach original written confirmation or documentation showing redundancy or settlement payments.

34. Do you, your spouse, civil partner or cohabitant have savings or accounts in a bank, post office, building society, credit union or any other financial institution in Ireland or another country? ☐ Yes ☐ No

If **yes**, provide the requested details in the table below.

Name of Financial Institution	Current Balance €	Account Holder Name

Attach an original statement for each account showing transactions for the last six months.

35. Do you, your spouse, civil partner or cohabitant own stocks, shares, including shares in a creamery or co-op, annuities, bonds, prize bonds, insurance policies or investments? ☐ Yes ☐ No

If **yes**, state their current market value:

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Attach statements to show details and current market value.

36. Do you, your spouse, civil partner or cohabitant own or share in the ownership of any property, including land, other than the house you occupy, including any foreign properties owned? ☐ Yes ☐ No

If **yes**, provide the requested details in the table below:

Address	Current Value	Use or Monthly Rental Income

## Part 4

## Shared accommodation details

37. How many children do you have?

 

under age 18

 

age 18 to 22 in  
full-time education

**Note:** You must attach written confirmation from the school or college for children aged 18 to 22.

Provide details of children under 18 years of age or 18 to 22 years of age who are in full-time education and are dependent on you.

First Name	Surname	Date of Birth	PPS Number	Relationship to you	Does this child live with you? Yes or No

38. Apart from your spouse, civil partner, cohabitant and children listed previously, state who else lives with you.

First Name	Surname	Date of Birth	Amount of rent they pay weekly	Relationship to you	Primary source of income, for example, wage, social welfare payment, pension

**Note:** A separate sheet of paper can be used for more details if needed for any questions.

39. Are you currently in an accommodation provided by the local authority, including the Housing Assistance Payment Scheme (HAP), the Rental Accommodation Scheme (RAS) or a Local Authority House? ☐ Yes ☐ No

40. Have you been in receipt of Rent Supplement within the last 12 months? ☐ Yes ☐ No

41. Have you applied for accommodation to any local authority? ☐ Yes ☐ No

If **yes**, please provide the following details.

Most Preferred Area of Choice to Live	Local Authority	Date of Application

42. Have you been assessed by the local authority in the area in which you intend to live? ☐ Yes ☐ No

If **yes**, please provide the letter from the local authority confirming your housing need assessment.

43. Have you been offered accommodation, including HAP or RAS, by a local authority? ☐ Yes ☐ No

If **yes**, provide the following details.

Accommodation Address	Local Authority	Date of Offer

44. Have you vacated any accommodation provided by a local authority, including HAP, RAS or equivalent schemes, either in the State or abroad? ☐ Yes ☐ No

If **yes**, provide the following details.

Accommodation Address	Local Authority	Date Vacated

45. Have you vacated any property owned by you, either in the State or abroad? ☐ Yes ☐ No  
If **yes**, provide details below.

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**Note:** A separate sheet of paper can be used for more details if needed for any questions.



## Part 6

## Your preferred payment option

**46.** Insert an **X** for which payment method you would prefer and fill in the details below.

1. Payment at a post office

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2. Electronic Fund Transfer (EFT) to your financial institution

☐

3. Nominated payment to a third party, for example, landlord's financial institution

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**Note:** Final decision on payment method is a matter for the Department of Social Protection.

### Post Office

Post office name and address:

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Eircode

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### Financial Institution

**Note:** You will find the details requested below printed on statements from your financial institution.

**Nominated Payment:** Your payment can be made to a third party with your consent.

If you wish your payment to go to a third party please provide the following details and sign the declaration below.

Name of financial institution:

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Address of financial institution:

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Bank Identifier Code (BIC):

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International Bank Account Number (IBAN):

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Names of account holders:

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### Declaration of payment to a third party

I  wish to have Rent Supplement paid to a third party.

You must sign this declaration to let us know that you want to have the Rent Supplement payment made to a third party.

### Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at [www.gov.ie/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement) or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

**Please read this section carefully****Essential documents required for your claim.****Photographic ID:**

- If you have a Public Service Card (PSC), photographic ID is **not** required. If you do not have a PSC, your passport, driver's licence or other official photographic ID may be supplied.

**Evidence required for residence period:**

- If you are **not** currently receiving rent supplement or haven't previously received rent supplement in the last 12 months, you must be able to provide evidence of your rental payments to your landlord for 6 out of the previous 12 month period.

**Evidence of tenancy:**

- Tenancy agreement signed by you and your landlord.
- Bank statement showing rental payments made.
- Rent book, signed and dated by landlord, if available.
- Two utility bills being paid by you or your spouse, civil partner or cohabitant at your tenancy's address.
- Proof of ownership from your landlord such as registration with the Residential Tenancies Board (RTB), or previous lease.

**Proof of your household income:**

- Six months of financial statements for all accounts held by you, your spouse, civil partner, or cohabitant, from a bank, credit union or any financial institution.
- Statements of all stocks, shares held by you, your spouse, civil partner or cohabitant.

**Other supporting documentation required if you, your spouse, civil partner or cohabitant:**

- Have received a redundancy payment in connection to your recent unemployment, provide correspondence from your employer supporting your redundancy amount.
- Are self-employed, provide the profit and loss statement for the last 12 months, together with the most recent notice of assessment from the Revenue Commissioners.
- Have any employed person residing with you over 18 years of age, provide their most recent payslips or financial statements showing salaries or wages details. This does not include children 18 to 22 years of age who are in full-time education.
- Have any outstanding mortgages for any property, including land or any foreign property, please provide documentation showing details.

**Ensure that your landlord or agent answers all the questions set out in Part 8 of this form.**

**Please remember to sign the Declaration in Part 1**

Failure to declare all your means and provide evidence of them, could result in a delay in processing your application.

If you have any difficulty in filling in this form, please contact your local Intreo Centre, Social Welfare Office or any Citizens Information Centre.

**This section should be completed by your landlord or their agent**

To process Rent Supplement applications, the Department of Social Protection must establish the ownership of the property by the landlord.

Examples of documents that can be provided include:

1. Receipt of Local Property Tax (LPT) paid by the landlord.
2. Evidence of buildings insurance policy held by the landlord.
3. Evidence of registration with the Residential Tenancies Board (RTB).

The documents provided can be photocopies and must show the landlord's name, the tenancy's address and be dated within the last 12 months.

If you are providing documents other than the above, contact the community welfare service and they will assist you if you have any concerns.

Please note you must provide personal details, including your name, address and PPS Number for the rent supplement claim to be fully processed.

1. In relation to the accommodation rented or leased, please state:

Address of Tenancy	Furnished Yes or No	Type: House or Apartment	Number of Bedrooms

2. How much is the rent, exclusive of heating, lighting and other service costs?

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3. Is the rent payable? ☐ Weekly ☐ Four Weekly ☐ Calendar Month

If other, provide details:

4. Date tenancy started:

5. Is there a tenancy agreement for this accommodation?

☐ Yes ☐ No

6. Apart from the tenant, spouse, civil partner or cohabitant and their children, is the tenancy's address shared with other people? If **yes**, please state:

☐ Yes ☐ No

First Names	Surname

7. Has the rent been paid up to date?

☐ Yes ☐ No

If **yes**, please state the amount and date of last payment:

€ , .

Up to what date has the rent been paid?

If **no**, please state the amount of rent outstanding and the last payment date rent was made to you by the tenant:

€ , .

8. Is a deposit paid or payable?

☐ Yes ☐ NoIf **yes**, please state amount  
and date paid or due date:€ , .     

9. Landlord's full name:


10. Landlord's home address:


County

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11. Landlord's telephone number:

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12. Landlord's tax reference number, normally PPS Number:

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13. Agent's full name:


14. Agent's address:


County

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## Declaration by landlord or agent

I confirm that the applicant is renting or leasing and occupying living accommodation from me and that the information supplied by me is correct and accurate. I undertake to inform the department immediately of any changes to the information provided above.

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Landlord or landlord's agent's signature, **not** block letters.Date:    Landlord or landlord's agents official  
stamp.

**Warning:** If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

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