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## APPLICATIONS FOR RENTAL OF PROPERTY TO THE HOUSING AUTHORITY

Applications will be received by the Housing Authority from 1st September 2017

### 1 INFORMATION ON APPLICANT (Including an authorisation and declaration)

Name and Surname: .....

Address: .....

Identity Card Number: .....

Telephone Number: ..... Mobile Number: .....

Email: .....

The Application is being made in the name of the Owner: ..... NO  YES

The Owner/Owners is/are: ..... Applicant  Company  Other Person/s

In case the applicant/s is/are a company or another person, an original copy of the Power of Attorney authorising the applicant to submit the offer in their name, needs to be submitted.

#### Declaration:

I authorise the Housing Authority to sub let the property to third parties at its absolute discretion.

I declare that the property is being offered to the Housing Authority for a minimum of ten years uninterruptedly and without hindrance.

I confirm that I have read and understood the terms and conditions of this scheme which terms and conditions I was given a copy together with the application form.

.....  
Date

.....  
Signature

## 2 DETAILS OF THE PROPERTY

Address of the property being offered: .....

House

Apartment

Maisonette

On which floor is the property?

0  1  2  3  4

In which state is the property?

Finished

Shell Form

On Plan

Is the property accessible to a disabled person?

YES  NO

Built in:

Bedrooms:

1  2  3

If Apartment, how many apartments are in block?

Has a Condominium Association been formed in block?

YES  NO

Cost of common parts maintenance:

€

Rent per annum being asked:

€

If YES: give details of the Administrator

.....  
.....  
.....

Mobile Number:

.....

## 3 LIST OF DOCUMENTS TO BE ATTACHED TO APPLICATION

**The following documents for each property offered should be provided both in hard copy and on CD:-**

1. A site plan, scale 1:2500 clearly indicating the location of the property together with approved drawings scale 1:100. Drawings should include a scale bar or room dimensions, and preferably be submitted in ACAD or PDF format;
2. Photographs of property, including two of the facade, and at least one photo of each room (does not apply for properties offered on plan);
3. Copy of the building permit;
4. Copy of the contract/s under which the applicant acquired the property;
5. Power of Attorney or other document authorising applicant on behalf of owner/s, to submit offer and abide by conditions of schemes. This is applicable when property is owned by more than one person or by a company;
6. A declaration from the applicant that the property is being offered to be rented to the Housing Authority for a period of ten (10) years uninterruptedly and without hindrance, and that the applicant is authorising the Housing Authority to sublet the property to third parties at its absolute discretion;
7. Details of the Condominium Administrator (where applicable);
8. In the case of property being offered on plan, a declaration by applicant indicating the date of completion of property to a finished state;
9. Copy of recent utilities bills including water and electricity issued by ARMS Ltd.

### NOTE:

If more than an apartment in the same block of apartments is being offered under this scheme, documents with number 1 and 3 do not need to be submitted for each application.