

Documentation required to make an application:

- **Photographic Identification: Any one of the following documents:**
 - Current Valid Signed Passport
 - Current Valid Passport Card
 - Current Valid Public Service Card
 - Current Valid EU/EEA Driving Licence – must contain photograph (Irish Provisional Licence accepted)
 - Current EU National Identity Card

- **Proof of Address: Any one of the following documents:**
 - Utility Bill e.g., landline telephone (not mobile), gas, electricity, heating, oil, waste collection (where a utility bill is a first bill, a second form of address verification is required)
 - Correspondence from a Regulated Financial Institution operating in the Republic of Ireland (Insurance / Assurance Co., Bank, Building Society, Credit Union, Credit Card Company)
 - Correspondence from a Government Department / Body

- **Proof of Residency in the Republic of Ireland: Any one of the following documents:**
 - Summary (P60)
 - Statement of Payments/Benefits from Dept. of Social Protection
 - Tenancy agreement if you are renting.
 - Bank statements for at least 3 months showing day-to-day transactions or Direct Debits for utility bills.
 - An employment letter from your current employer, which includes your name, address and date you commenced work.

- **Proof of Right to Reside in Ireland:**
 - GNI Stamp 4

- **Proof of income: PAYE employees:**
 - Salary Certificate, Employment Detail Summary, and payslips (3 if paid monthly, 6 if paid fortnightly and 12 if paid weekly)

Proof of income: Self-Employed: Documents for previous 2 years:

- Audited/Certified Accounts, Tax Balancing Statement and Tax Payment Receipt

Proof of income: Social Welfare Income:

- Documentary evidence of all social insurance and social assistance payments, allowances and pensions being received by members of the household.
- As income of household members over 18 is also included in the assessment for qualification, evidence of payments to these household members is also needed.

- **Proof of Residency in Kildare for the last 5 years for applicants to qualify under the 30% Residency Rule:**

- Utility bills (gas, electricity, landline telephone (not mobile))
- Bank statements/credit union statements
- Documents issued by government department that shows your address.
- Statements of Liability P21 from Revenue dated for EACH of the last 5 years.

- **Proof of Present Address dated within the last 3 months: Any one of the following documents:**
 - Current utility bill (gas, electricity, landline telephone (not mobile))
 - Bank statement/credit union statement
 - Document issued by government department that shows your address.
 - Statement of Liability P21 from Revenue

- **Proof of PPSN/Tax Registration Number: Any one of the following documents:**
 - Statement of Liability P21
 - Tax Assessment
 - Notice of Credits from Revenue
 - Letter from Revenue Commissioners addressed to you showing PPSN, employee details from Revenue.
 - Receipt for social welfare payment
 - Letter from Department of Employment Affairs and Social Protection addressed to you showing your PPSN.
 - Medical Card
 - Drug Payment Scheme Card
 - Payslip
 - P45

- **Evidence of savings/deposit:**
 - Statements dated within 3 months.

- **Evidence of first-time buyers' status:**
 - Self declaration

- **If not a first time buyer:**
 - Evidence of qualification under the Fresh Start Principle: <https://localauthorityhomeloan.ie/about/>

Or

- Evidence that the applicant owns a dwelling which, because of its size, is not suited to the current accommodation needs of the applicant's household.

- **Confirmation of eligibility for Help to Buy Scheme:**
 - Note that applicants are considered first-time-buyers only if BOTH are buying their home for the first time.

MYAccount PAYE applicants:

- Print out from Revenue portal confirming names of applicant(s) and maximum entitlement under the scheme.

ROS self-assessed applicants:

- Print out from Revenue portal confirming names of applicant(s) and maximum entitlement under the scheme.

• **Mortgage:**

- Loan approval in principle letter stating the maximum mortgage available to applicants.
- Local Authority Home Loan, Bank of Ireland, Allied Irish Bank or Permanent TSB.

▪ **Employer Reference:**

- dated within the previous 6 weeks.

▪ **Landlord Reference:**

- dated within the previous 6 weeks.

▪ **Bank Statements:**

- for the previous 6 months

It should be noted that only complete applications will be allocated a number and considered a valid application.

You will not be able to navigate the application process if you do not have all your documentation ready to upload.

This Scheme will be online only. It will be advertised a minimum of 2 weeks before the online application process opens and will be open for a 3-week period. The system will guide you through the different fields and will not allow you to go any further if you do not complete a section. Houses will be allocated on a first come first served basis. 30% of properties are reserved for people who currently live in Kildare and 70% are open to all, including residents of the County, in line with the Scheme of Priority adopted by Kildare County Council elected members at the October Full Council Meeting.

More information is available on [Affordable Housing - Kildare County Council \(kildarecoco.ie\)](http://kildarecoco.ie)