

Assessment Required for Refund Application

Tenant Name: _____

Address: _____

Email address: _____ Telephone No: _____

Section A

Adults in Household

Please list below all persons aged **18 or over** residing in the household **including** the tenant(s) and all income.

Note: If any person is 18 years or over and attending school/college full-time, **a letter from the school/college confirming this** must be submitted with the Rent Assessment Form.

Full Name	Date of Birth	PPS Number	Relationship to tenant	Source of Income (employment, self-employed, social welfare, FIS, etc)	Income (state amount and frequency of payment i.e. weekly, fortnightly, etc.)

Children in Household

Please list below all children **under 18** residing in the household.

Full Name	Date of Birth	PPS Number	Relationship to tenant	Name of school/college attending

Section B

Certificate of Income

Where relevant this section must be completed, signed and stamped by the employer for all occupants in employment.

Note: If you have provided copies of three most recent consecutive payslips for each earner in the property there is no need to get this form completed for anyone.

Employee's Name: _____ **PPS No:** _____

Employer's Name: _____

Employer's Address: _____

Date Employment commenced: _____

Is this employment permanent/part-time/seasonal? _____

Net Weekly Income: € _____

I hereby certify that the details of earnings as set out above are correct.

Employer's Signature: _____

Date: _____

Employers Official Stamp

Section B

Certificate of Income

Where relevant this section must be completed, signed and stamped by the employer for all occupants in employment.

Note: If you have provided copies of three most recent consecutive payslips for each earner in the property there is no need to get this form completed for anyone.

Employee's Name: _____ **PPS No:** _____

Employer's Name: _____

Employer's Address: _____

Date Employment commenced: _____

Is this employment permanent/part-time/seasonal? _____

Net Weekly Income: € _____

I hereby certify that the details of earnings as set out above are correct.

Employer's Signature: _____

Date: _____

Employers Official Stamp

Section C

Maintenance

To be completed if tenant is in receipt of a maintenance payment.

I, _____ wish to confirm that I receive a maintenance payment of
€_____ weekly/monthly in respect of my child/children.

To be completed if tenant is not in receipt of a maintenance payment.

I, _____ wish to confirm that I do not receive any maintenance payment in
respect of my child/children.

To be completed if any tenant makes a maintenance payment.

I, _____ wish to confirm that I pay maintenance of €_____
weekly/monthly in respect of my child/children.

**Note: Proof of receipt/payment of maintenance will be required i.e. copy of
court order, bank statement showing receipt/payment.**

Section D

Changes in Household

Please outline clearly any changes in your household since your last review and provide the following where appropriate:

- a) New Baby – Birth Certificate and PPS number
- b) Death of occupant/tenant – Death Certificate.

If any household member has moved out, please provide the following;

- a) Proof of new address i.e. utility bill or letting agreement.

Appeals

Rent payable by Council tenants is considered under Kildare County Council's current Differential Rents Scheme. This can be viewed online at <https://kildarecoco.ie/AllServices/Housing/TenantInformation/> or copy requested from our office.

Appeals of Rent Assessments should be submitted in writing (post/ email) to the Rent Assessment Section, Housing Department, Áras Chill Dara, Devoy Park, Naas, Co. Kildare

Section E

Declaration (must be signed or rent assessment form will be returned)

I/ We declare that all information given by me/us for the purpose of rent assessment is true and complete.

I/ We certify that no persons other than those listed are residing at my address.

Important: It is a serious breach of your tenancy to provide false or misleading information to Kildare County Council.

Signed: _____ **Signed:** _____ **Date:** _____
Tenant Tenant

Checklist

Please note where applicable all necessary documentation must be included with form.

- | | |
|---|--------------------------|
| 1. Fully completed and signed application form | <input type="checkbox"/> |
| 2. PPS numbers for all household members | <input type="checkbox"/> |
| New Baby – Birth Certificate | <input type="checkbox"/> |
| Death of occupant – Death Certificate | <input type="checkbox"/> |
| 3. Evidence of income | |
| Employment | <input type="checkbox"/> |
| Cert of Income (signed & stamped) or | |
| Three consecutive up to date payslips | <input type="checkbox"/> |
| Self Employment | <input type="checkbox"/> |
| Revenue Self Assessment Chapter 4 of Part 41A TCA 1997 | |
| Income Tax Certificate to match year of Self Assessment | |
| – for both partners if joint assessment | |
| Social Welfare Recipient | |
| Please attach most recent receipt (post office, bank statement) | <input type="checkbox"/> |
| 4. Proof of maintenance receipt/payment (Court order, bank statement) | <input type="checkbox"/> |
| 5. Proof from school/college if in full time education (if over 18 | <input type="checkbox"/> |

NOTE: Section 261 of the Social Welfare (consolidation) Act 2005 allows for the exchange of information between Government Departments and specified organisations such as Kildare County Council. Section 265 of the same Act allows the council to access or to verify information which has been provided by the tenant with the Department of Social Protection records for the purpose of calculating rents. This does not affect the tenants access rights under Section 4 of the Data Protection Act 1988 as amended.

Please ensure all completed documentation is returned to:

**Housing Department, Rent Assessment Section,
Áras Chill Dara, Devoy Park, Naas, Co Kildare, W91 X77F
Telephone: 045 – 980991**

Housing Department, Rent Assessment Section, Áras Chill Dara, Devoy Park, Naas, Co. Kildare, W91 X77F or email to rentassessment@kildarecoco.ie

GDPR Data Protection Rights

Please note the following information relating to the collection and use of your personal data and the declaration carefully. The declaration should only be signed and dated if you are entirely satisfied that you understand all the information presented in this form.

Collection and Use of Personal Data:

All data supplied by you when completing this form (including any personal data you submit) will be used for the purposes of assessing and administering the calculation of your rent. The law allows this local authority in certain circumstances to share your data with other public bodies. For example, we may share your data with the Central Statistics Office under the Statistics Act 1993.

Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and are clearly set out in Kildare County Council's Privacy Statement. Copies of this statement are available online at

<https://kildarecoco.ie/AllServices/Housing/GDPRPrivacyStatements/Rent%20Privacy%20Statement%20Rents.pdf> or by post.

If you have any questions about your rights under GDPR, you can contact Kildare County Council Data Protection Officer – Tel: 045 980200, dataprotection@kildarecoco.ie or you may also contact the Data Protection Commissioner (DPC) – info@dataprotection.ie Tel: 1890 252231 website : www.dataprotection.ie.