

Rent Review Frequently Asked Questions

- **What is the Rent Review**

The Rent Review is an assessment of household income and composition to ensure you are fairly assessed for rent and that we allow for changes to your household income.

- **How your Rent is calculated**

Your rent is calculated using Galway County Council's Differential Rent Scheme. This means your rent is calculated based on your household income and the make-up of your household. A detailed copy of the scheme is available on request. The amount of rent you pay will be reviewed regularly. You will be sent a form to complete and return to the Housing Rents section, along with the required documents. If you do not return these forms on time, you may be charged the maximum rent of €132.

- **What you need to do**

- Pay rent on time and in full, as per your tenancy agreement.
- Notify us if there are changes in your household income or family composition so we can ensure any changes are reflected in your rent. When the Council become aware of your change in circumstances, your rent will be reassessed, and your rent will be backdated to when your circumstances changed. This may result in rent arrears being charged.
- Return Rent Assessment Form and required documents in full when requested.

- **What if your circumstances change**

You must keep the Council informed about changes in your family circumstances.

For example, you must let us know when:

- A person in your household gets a job.
- A person joins the household (permission is needed for this).
- A person in the household starts claiming Social Welfare.
- There is a death in the household.
- There is a birth in the household.

This is not an exhaustive list. You must notify the Housing Rents office of any household changes.

- **What if you can't pay your Rent**

If you are having difficulty in paying your rent due to exceptional circumstances, please contact your Revenue Collector by telephone or by email at: RevenueCollectors@galwaycoco.ie

- **Where to find the required Forms and Affidavits for a Rent Review**

You can contact us by post, telephone or email to request a paper copy of the forms or affidavits. The forms are also available at the Housing Section Public Counter, Galway County Council offices, Prospect Hill, H91 H6KX, Galway.

- **A new Occupant has moved in since your last Rent Review**

Add a new Occupant (over 18) who was not on your tenancy agreement at the last review:

- Enter their name and details on the Rent Review form attached.
- Please complete an *Addition to Tenancy Form* plus the *Social Housing Application Form*.
(This does not infer the right to reside. Permission is required.)

If a new occupant is a child, please forward a copy of the *Birth Certificate* and PPSN.

▪ **All required documents submitted? Yes ☐ No ☐**

- **A Joint Tenant has left the household since your last Rent Review**

As your Joint Tenant is no longer living in the household, a *Surrender of Tenancy Form* needs to be completed and sent in with the Rent Review form.

- If a Surrender of Tenancy form **cannot be signed**, you must provide alternative proof such as a Court Order.

▪ **All required documents submitted? Yes ☐ No ☐**

- **An Occupant has moved out since your last Rent Review**

If an Occupant of the household has moved out, then date of departure and Proof of a new address must be provided, e.g. a lease agreement or utility bill. If this is not available, then an Affidavit needs to be completed and returned to us with the precise departure dates of the Occupant. This document needs to be signed in the presence of a Solicitor or Peace Commissioner.

▪ **All required documents submitted? Yes ☐ No ☐**

- **Proof of Income required**

Social Welfare:

- Please submit a *Payment Statement* from the Department of Social Protection (or 3 most recent white payment slips from An Post) confirming all current payments, rate and date current rate commenced.
- Please submit Social Welfare Payment Statements for the previous years going back to your most recent Rent Review. This statement must be for the period January to December. Each year must be a separate statement.

Social Welfare Statements can be obtained from Mywelfare.ie or your local INTREO office.

Employment

- 3 recent payslips from employer for all household members over 18 years of age who are in employment.
- *Statements of Liability* for all employed occupants for the previous years going back to your most recent Rent Review. This statement must be for the period January to December. Each year must be a separate statement.
- If you are or have been in employment, a contract or letter from your employer confirming date employment commenced/ceased is required.

Statements of Liability can be obtained from Revenue.ie.

Self-Employment

- If a Tenant/Occupant is Self-Employed, then the *Notices of Assessment* or a copy of the Certified/Audited accounts for the previous years going back to your most recent rent review must be provided.

Notices of Assessment can be downloaded from Revenue.ie.

▪ **All required documents submitted? Yes ☐ No ☐**

- **You receive (or do not receive) Child Maintenance**

- If caring for a child/children without the support of the child's parent/guardian, a *Maintenance Affidavit* must be provided whether you are in receipt of maintenance or not.

▪ **All required documents submitted? Yes ☐ No ☐**

- **Student in fulltime education between the ages of 18 to 21**

- If an **Occupant between the ages of 18-21** is in fulltime education and is not in receipt of any income, a letter from the school/college confirming they are a student and the course dates must be provided.

▪ **All required documents submitted? Yes ☐ No ☐**

Housing Rents Office, Housing Section, Galway County Council, Prospect Hill, Galway, H91 H6KX.

Telephone: (091) 509302 between 1.30-4.00pm. Email: housingrents@galwaycoco.ie