

GALWAY COUNTY COUNCIL RENT REVIEW

DECLARATION OF HOUSEHOLD INCOME FORM



Comhairle Chontae na Gaillimhe
Galway County Council

Customer ID Number:		Property ID Number:	
Tenant(s) Name(s):		Email Address: X	
Address:		Contact Tel. No.: X	

WARNNG: Failure to return the correct and completed documentation will result in the maximum rent of €132.00 being applied to your rent account.

Particulars of ALL Household Occupants: (N.B. Proof of All Income including Social Welfare Must Be Enclosed)

Full Name of Tenant(s) / Occupant(s)	PPSN	Sex M / F	Date of Birth	Net Weekly Income (i.e. less PAYE, PRSI, USC) of All Tenant(s) / Occupant(s)	Source of Income Employed / Social Welfare / Maintenance. Please specify (e.g. FIS, One Parent, Jobseekers)	Relationship to Main Tenant No. 1 i.e. Partner / Spouse / Child / Student / Other	Relationship to Main Tenant No. 2 i.e. Partner / Spouse / Child / Student / Other

Declaration:

I have read and note below and I declare that the information given by me on this form is correct to the best of my knowledge. I agree that Galway County Council may make any enquiries as they think fit for the purposes of my rent assessment and I further agree to report any future change in household income.

Signature of Tenant(s)		Date	
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If there have been any changes to your Household you need to send us:

- **Adding an adult to the list of members in the household:**
 - Complete *Addition of Occupant/Tenant Form* and *Social Housing Application Form*.
(This does not infer the right to reside. Permission is required.)
- **Adding a child to the list of members in the household:**
 - Photocopy of Birth Certificate and PPSN.
- **Person no longer living in the Household:**
 - Tenants must complete a *Surrender of Tenancy Form*.
 - Occupants must provide proof of their current address (i.e. utility bill, bank statement).



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Proof of Income of Household Members (18 Years & Over) must be provided as follows:

- **Employment:** 3 recent payslips for all household members over 18 years of age who are in employment, and a Statement of Liability for the required years from Revenue.ie. If you are or have been in employment, a contract or letter from your employer confirming date employment commenced/ceased is required.
- **Social Welfare:** Social Welfare Payment Statement or 3 White Slips from An Post.
- **Self-Employed:** State nature of business, and include *Notice of Assessment* for the required years from Revenue.ie or copy of most recent Certified/Audited accounts.
- **Full-time Education:** Please submit *Letter from College/School* stating student name and course duration. (This applies to any student between 18-21 years of age who is not in employment and not in receipt of income).
- **Child Maintenance:** If caring for a child/children without the support of the child's parent/guardian, a *Maintenance Agreement* or *Sworn Affidavit* must be provided, whether in receipt of Maintenance or not.

WARNING: This form must be completed accurately and in full in so far as it relates to you. You are notified that under the Housing Acts, 1966 to 2014, any person who withholds or gives false or misleading information shall be guilty of an offence and shall be liable to prosecution.

Return completed forms to the Rents Office, Housing Section, Galway County Council, Prospect Hill, Galway, H91 H6KX.

All forms can be requested from the Housing Rents Section.

Contact Rents Section for Further Information. Telephone (091) 509302 or email housingrents@galwaycoco.ie

Collection and Use of Data:

The housing authority will use the data which you have supplied to assess your rent. Data may be shared with or obtained from other public bodies for the purpose of the prevention or detection of fraud. The housing authority may, in conjunction with the Department of the Environment, Heritage & Local Government, process this data for research purposes.

The housing authority may, for the purpose of its functions under the Housing Acts of 1966 - 2014, request and obtain information from another housing authority, the Criminal Assets Bureau, An Garda Síochána, The Department for Social Protection, the Health Service Executive (HSE) or an approved housing body, in relation to occupants or prospective occupants of, or applicants for, local authority housing, and any other person the authority considers may be engaged in anti-social behaviour.