



Rental Accommodation Scheme - Landlord Application Form

Please complete Section A,C and Section D if you are applying with a current tenant.

Please forward completed form along with documents required in Section B to:

Housing Procurement (RAS Section), Housing Department, Fingal County Council, Grove Road, Blanchardstown, Dublin 15

Tel: 01 870 8425 email ras@fingal.ie

A. Landlord Details:

Are you the sole owner of the property? Yes / No
If no, please give details of the co-owner.

Property Owner Name(s): 1. _____

2. _____

Address of Property Owner: _____

Tel No: _____

Email Address: _____

Landlord PPSN(s) : 1. _____

2. _____

Address of Rented Property

If joint owners of the property, please indicate if jointly assessed for tax purposes: Yes / No

Are you resident in Ireland? Yes / No

*If you become a Non-Resident Landlord, you must notify us as early as possible.

Please specify preferred contract term: 10 year or 5 year

Please indicate if the property was purchased under the Affordable Housing Scheme: Yes / No

B. ALL DOCUMENTS REQUESTED BELOW MUST ACCOMPANY APPLICATION FORM. INCOMPLETE APPLICATION FORMS WILL BE RETURNED.

1. Copy of Tax Clearance Certificate, TC2 for all owners - (www.Revenue.ie)
2. Copy of BER Certificate & BER Advisory Report – (minimum D2 rating) - (www.sei.ie)
3. Copy of Private Residential Tenancies Board Registration for in situ applications only - (www.prtb.ie)
4. Proof of Payment for Annual Management Fees – if applicable
5. Copy of the Folio for property (please refer to your Solicitor or Land Registry) - (www.lanndirect.ie)
6. Copy of service certificate for gas boiler dated within the last year- if applicable

c. Description of Rented Property:

House Bungalow Dormer Apartment

Apartment Ground Floor Apartment 1st Floor or Above

Detached Semi Detached End Terrace Mid Terrace

Front Garden Back Garden Garage/Shed

No of Living Rooms _____ No of Bedrooms _____ No of Bathrooms _____

Kitchen _____ Dining room _____ Heating Type: Gas/Oil/Electric

Current Monthly Rent Charged € _____ estimated floor area of property _____

The following questions relate to Apartments & Duplexes ONLY:

Own Door Access: Yes / No

Communal Entrance: Yes / No

Is there lift access if apartment is located on 1st floor or higher: Yes / No

d. Property Vacant or Insitu Tenants

Please tick: Property **Vacant**† or **Current Tenant**

Are your current Tenants in receipt of Supplementary Welfare Allowance? Yes No

Please complete details : Lease Start Date: _____

Name(s): _____

PPSN(S): _____

Tel No: _____

Tenants Fingal Housing Ref: _____

Property Owner(s) Signature: 1. _____ 2. _____

Date: _____

Each Property must meet the minimum requirement under Housing (Standards for Rented Houses) Regulations 1993-2008 & Amendment 2009

Terms and conditions apply

Information for Landlords (Accommodation Providers and Agents)

1. What type of property is required?

Generally one, two, three and four bedroom houses are required within Fingal County Council's Administrative Area.

All of the above can also be considered for In situ Contract. Apartments are suitable for In situ Contract.

2. Can I join RAS with my current tenants?

Yes as long as they have been in receipt of rent allowance in excess of 18 months and live in a property suitable to their housing needs as assessed by Fingal County Council.

3. What type of contracts are available?

a) Vacant contract for 5 or 10 years, rental income guaranteed for term of contract. 5 year vacant contract has rent reviews after year 2 and year 4. 10 year contract has rent reviews after years 2, 4, 6 & 8. Fingal County Council has sole nomination rights on all vacant contracts.

b) In situ contract available for 5 years, rental income guaranteed as long as in situ tenant resides in property. Rent reviews after year 2 & year 4. If In situ tenant vacates property within contract term the contract expires and vacant possession is given to landlord.

4. Can I terminate the lease ?

a) The landlord of a 5 year lease cannot terminate within the contract term.

b) The landlord of a 10 year contract may only terminate the contract after a period of 5 years.

5. Why might the local authority refuse my property?

There are three main reasons why your property would not be considered.

a. There may be no demand for social housing in the area where your property is located.

b. The property may not be of a suitable condition to lease.

c. Agreement on rent may not be reached.

6. What documents/details do I need to give the Council?

A full list of required documents are provided on the application form.

7. How will rent levels be determined?

Rent levels will be determined by negotiation between the landlord and the Local Authority and will reflect local market rents.

8. When is the rent paid and how?

The rent will be paid monthly in advance by electronic transfer directly into a bank account on the first Friday of each month. Please note that, if the owner is living outside of Ireland, the rental income is subject to 20% withholding tax. Further details on this aspect are available on www.revenue.ie.

9. Do I need a tax clearance certificate?

Yes, an up to date tax clearance certificate will be required annually and it is the responsibility of the Landlord to ensure Fingal County Council have an up to date tax clearance certificate. Payments will be suspended if we do not have an up to date tax clearance certificate.

10. Does the tenant pay rent direct to Fingal County Council?

Yes. The Tenant pays rent to the Local Authority under the Differential Rent Scheme. The Tenant has no Financial obligation to the landlord.

11. Am I responsible for the payment of the NPPR charge, Household charge & Property Tax?

Yes. You as the property owner are responsible for the payment of these charges as well as all other charges and taxes that may be introduced by the Government during the term of the lease.

12. Will the Council inspect the property?

Properties must be of a very good to excellent standard and condition. During the negotiation process the Council will arrange an inspection of the property to ascertain its suitability for inclusion under rental arrangements. It will be inspected to confirm that the property meets very high structural and decorative standards. Properties must comply with the Housing (Standards for Rented Houses) Regulations 2008 & 2009 Amendment and also with all planning and Building Regulation.

13. How long will it take to set up the lease?

- a) On receipt of a completed application form for vacant properties the first step is to determine if there is a demand for your property. The lease should be completed within eight weeks.
- b) On receipt of a complete applications for in situ properties the lease should be completed within 12 weeks for in situ units.

14. Does the Property Need to be furnished?

Yes, the property needs to be furnished.

15. Who will be renting my property?

Approved applicants will be allocated from the Council's Social Housing List.

In the interest of good estate management, detailed and comprehensive background checks are carried out by the Council on all potential RAS tenants.

16. Do I have to register the lease with the Private Residential Tenancies Board (P.R.T.B.)?

Yes.

17. Who will be responsible for the Maintenance and repairs to my property?

The Landlord takes responsibility to manage the tenancy and to manage and maintain the property, this includes annual boiler maintenance.

18. Who is responsible for the structural maintenance of the property?

The owner of the property will retain responsibility for structural maintenance, structural insurance and structural repair.

19. Who is responsible for grass cutting/window cleaning?

The person living in the property in the case of houses and the Management Co in the case of apartments.

20. In the case of an apartment, who pays the Management Service Charge?

The management fees remain the responsibility of the owner of the property.

21. Who pays the refuse charges?

Where there is a management company service charge, refuse charges are usually included in this. Where there is no management service charge the **occupier** of the house will be liable for the **refuse charges**.

22. Who insures the property?

In the case of apartments the insurance will be covered as part of the management service charge. In the case of houses, you will be required to maintain buildings and insurance, as you would be liable for any structural repairs e.g. roof. You will be required to maintain contents insurance for the furniture you provide. It is the tenants responsibility to have insurance for their own contents.

23. Water Charges

Water charges will be the responsibility of the **occupier**.