



**Comhairle Cathrach  
na Gaillimhe**  
Galway City Council

# **Housing Assistance Payment (HAP)**

## **Information for Landlords & Agents**

# About HAP

- HAP is a form of social housing support for those on the housing waiting list. To apply for HAP, the tenant must be on the Housing Waiting List
- The purpose of HAP is to assist the tenant with the payment of their rent
- The HAP Section do not intervene in Landlord/Tenant issues and the Local Authority has no role in managing the tenancy
- There is no contractual relationship between the Local Authority and the landlord
- Landlords should direct queries/issues not related to HAP to the Residential Tenancies Board (RTB)
- HAP tenants source their own accommodation in the private rented market

# HAP Payments

- NO DEPOSITS OR BACK RENT WILL BE PAID BY HAP, it is the responsibility of the tenant to ensure the rent is paid up to date
- The HAP rates are based on the household composition of the tenants
- Tenant can top up rent payment to landlord, but it must be sustainable. Tenants should not be paying more than 35% of their income on rent
- Tenant must pay differential rent to HAP SSC Limerick which is based on income. HAP payments may be suspended if the tenant fails to pay their differential rent
- HAP payments are managed by the HAP SSC in Limerick. For queries in relation to payments/requests for statements of account contact 061 556600
- Rent is paid to landlord by HAP SSC on last Wednesday of each month for that month i.e., rent for April is paid on 29/04/2026

# HAP Limits – Galway City & County

	GALWAY CITY COUNCIL						
	MAXIMUM MONTHLY RENT LIMITS FOR HOUSING ASSISTANCE PAYMENT						
	One Adult in Shared Accommodation	Couple in Shared Accommodation	One Adult	A Couple	One Adult,or a Couple, with 1 Child	One Adult,or a Couple, with 2 Children	One Adult,or a Couple, with 3 Children
HAP Cap	€330.00	€360.00	€575.00	€650.00	€850.00	€875.00	€900.00
20%	€396.00	€432.00	€690.00	€780.00	€1,020.00	€1,050.00	€1,080.00
35%	€445.50	€486.00	€776.25	€877.50	€1,147.50	€1,181.25	€1,215.00

- The bottom number is the absolute max amount we can pay in respect of rent in Galway City and County. Families with more children will be dealt with on an individual basis

# HAP Limits – All Counties

- See HAP rates for each county on the right
- A discretionary top-up of 35% can be added to these amounts i.e. the max amount payable for 1 adult in shared accommodation in Carlow is €270 + 35% = €364.50

MAXIMUM MONTHLY RENT LIMITS							
Local authority administrative area (1)	One adult in shared accommodation	A couple in shared accommodation	One adult	A couple	One adult, or a couple, with 1 child	One adult, or a couple, with 2 children	One adult, or a couple, with 3 children
	€	€	€	€	€	€	€
Carlow County Council	270	290	440	510	570	600	630
Cavan County Council	190	220	380	420	450	470	490
Clare County Council	220	240	360	400	480	515	550
Cork City Council	300	330	550	650	900	925	950
Cork County Council	300	330	550	650	900	925	950
Donegal County Council	200	230	340	370	410	470	520
Dublin City Council	430	500	660	900	1,250	1,275	1,300
Dún Laoghaire-Rathdown County Council	430	500	660	900	1,250	1,275	1,300
Fingal County Council	430	500	660	900	1,250	1,275	1,300
Galway City Council	330	360	575	650	850	875	900
Galway County Council	330	360	575	650	850	875	900
Kerry County Council	200	230	380	410	525	550	575
Kildare County Council	350	400	575	750	975	1,050	1,100
Kilkenny County Council	230	270	480	530	630	660	690
Laois County Council	240	280	420	433	580	610	630
Leitrim County Council	200	220	340	370	450	475	500
Limerick City and County Council	270	300	420	450	650	700	750
Longford County Council	180	200	330	350	400	425	450
Louth County Council	310	350	575	650	975	1,050	1,100
Mayo County Council	200	220	390	410	480	500	520
Meath County Council	310	350	575	700	975	1,050	1,100
Monaghan County Council	200	220	330	390	500	515	530
Offaly County Council	210	230	380	435	550	575	600
Roscommon County Council	240	260	360	390	500	525	550
Sligo County Council	220	250	460	490	550	575	600
South Dublin County Council	430	500	660	900	1,250	1,275	1,300
Tipperary County Council	210	230	380	420	525	560	600
Waterford City and County Council	240	270	430	450	550	575	600
Westmeath County Council	220	240	450	470	600	625	650
Wexford County Council	280	300	420	433	530	565	600
Wicklow County Council	370	410	660	900	1,150	1,200	1,250



# Completed HAP Application Forms

This form comes in two parts.

## Section A

Should only be filled in  
and returned to the local  
authority by the applicant  
– the person applying for  
the HAP scheme.



## Section B

Should only be filled in  
and returned to the local  
authority by the landlord  
or an agent acting for  
the landlord.



## SECTION A - Tenant

Must have proof of income attached and custody agreements if in place. Also copy of tenancy agreement

## SECTION B - Landlord

- Must have BANK STATEMENT HEADER and VALID PROOF OF OWNERSHIP attached
- Form must be fully completed, amount of rent, no of bedrooms, date rent is paid up to
- Application will not be processed until both forms are completed in full, with correct documentation attached
- Any applications for tenancies that started from 1<sup>st</sup> March 2026 must include a copy of the RTB Comparable Rent Register to show how the rent was set
- Incorrect documentation being submitted or documentation missing from applications results in a longer processing time
- If an agent is acting on behalf of the property owner, the property address and contact details must also be listed on the application form and cannot be care of the agent

# Online HAP Applications

- Applications can be completed online at <https://www.hap.ie/apply/>
- Both tenant and landlord must complete their sections online
- Tenant fills out their section first. They will need landlord email address. Landlord receives prompt to complete their section
- How to apply for HAP Online (Landlords) - [View Video Tutorial](#)
- Documents a landlord needs before starting the online process - [View Video Tutorial](#)
- See presentation attached for detailed steps on how to apply online



# Required Documentation

Applications will not be processed without the following:

1. Proof of ownership of the property. Any **ONE** of the documents below will be accepted. The document chosen must include the landlord's name and the full address of the rented property
  - a) RTB registration letter – only the letter of registration sent to the landlord by the RTB will be accepted. Screenshots from the RTB portal cannot be used; or
  - b) a current insurance policy or schedule for the property that shows the landlord's name, the property address, the period of cover including start and end date, and buildings cover included. Renewal notices can be accepted with a receipt of payment with a matching policy number; or
  - c) evidence of payment of Local Property Tax (LPT). The Liable Person page and the payment history details page must be included, showing the name of the landlord and the full address of the rented property; or
  - d) a mortgage statement which lists the landlord as the property owner, confirms the address of the rental property and is dated within the last 12 months; or
  - e) title deed/folio with map proving ownership of the property



# Required Documents contd.

2. Completed Section B/Landlord Application
3. Signed declaration on form
4. Included valid PPSN for landlord (and agent if applicable). **If agent is receiving HAP payments address, contact details and PPSN for property owner is required. Property owner cannot be care of the agent.**
5. Attached bank header from a bank or credit union statement showing the BIC, IBAN and name of account holder the HAP payment will be made to. The HAP payment can only be made into one nominated bank account for each landlord or agent for all HAP payments
6. If the property is jointly owned

***The application form must be fully completed by the landlord/agent prior to submission to the Local Authority. Any incomplete applications will be returned.***

# Notices of Rent Review/Notice of Termination

- Notices of Rent Review/Termination must be issued to the tenant, and the tenant should bring it to Threshold to check it is compliant with legislation before sending it to HAP
- Contact phone number 1800 454454 or email [advicegalway@threshold.ie](mailto:advicegalway@threshold.ie)
- It is the responsibility of the tenant to get the notice checked by Threshold and submit it to the HAP Section

# Contact Details

HAP Section Galway City Council –

- Phone: 091 536400
- Email: [hap@galwaycity.ie](mailto:hap@galwaycity.ie)

HAP Shared Services Centre Limerick

- Phone: 061 556600
- Email: [happayments@limerick.ie](mailto:happayments@limerick.ie)