

## ADDING A JOINT APPLICANT TO A CURRENT HOUSING APPLICATION

This application form is to add an Applicant to your Social Housing Application.

All documentation indicated on this form must be enclosed.

REF NO: \_\_\_\_\_

Main Applicant: \_\_\_\_\_

Joint Applicant: \_\_\_\_\_

It will be necessary to complete a new housing application jointly and submit with **all** relevant documentation for the person whom you wish to add to your current application. Please note all other parts of the new housing application should refer to the person whom you are adding to your application e.g. list of previous addresses.

### The following documentation will be required:

- Fully completed application form, signed jointly along with supporting documents.
- Evidence of income (please arrange to have Certificate of Income completed).

Each source of weekly income to be provided from all household members and should be supported by relevant documentation along with bank statements for all accounts including post office and credit union, 6 months preceding date of application.

- **Employed:** Employment Detail Summary and P21 and 4 out of the last 6 payslips. Employer to complete **Part 1** of Certificate of Income.
  - **Self-Employed:** a minimum of 2 years accounts along with an up-to-date tax balancing statement and preliminary tax receipt. Complete **Part 3** of Certificate of Income.
  - **Social Welfare Income:** A recent statement from the Department of Social Protection of all Social insurance benefits and social assistance payments, allowances and pensions that household members are receiving. Complete **Part 2** of Certificate of Income
- Signatures of applicants required, see below.

### Declaration:

I /we declare that the information and particulars given by me/us on this form are true and correct. I/we am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

### MAIN APPLICANT

Block Capitals:

\*Signed:

Date:

### JOINT APPLICANT

Block Capitals:

\*Signed:

Date: