

Clare County Council



Application for a Mortgage Allowance for Tenants / Tenants Purchaser of Local Authority Dwellings

- Please read all questions carefully and fill out in BLOCK CAPITALS.
- Complete the statutory declaration and then sign the form.
- The completed application form should be returned to the local authority for the area in which the private dwelling is being purchased or built.
- You must also have MAT2B certified by your Inspector of Taxes.

Full Name(s) of Applicant _____

PPS No. _____

Telephone No. _____

Email Address _____

Full Name (s) of Spouse _____

PPS No. _____

Telephone No. _____

Email Address _____

Relationship to first applicant _____

No. in Family

Aged 16 or over

Under 16

Number of Males in household

Number of Females in household

Income

Gross Income of Applicant € _____

Gross Income of Spouse € _____

In previous tax year: 20____ / 20 _____

Details of the dwelling you are handing back to the Local Authority

Address: _____

Name of Local Authority to which
you pay rent or purchase annuity:

Details of the dwelling you are purchasing or building:

Address: _____

Is this dwelling a house or flat? _____

Is this dwelling new or previously occupied? _____

If new, are purchasing the dwelling or building it on your own site?

Give date you entered into contract to purchase or build the dwelling? _____

If building has started on your own site,
give the date on which the foundations were poured? _____

Name & Address of the lending agency
providing the mortgage loan:

Amount of loan:
€ _____

If mortgage executed,
give date of execution _____

if you have already occupied
the dwelling give date of
occupation: _____

Will the dwelling be your normal place of residence? _____

THE FOLLOWING STATUTORY DECLARATION MUST BE MADE BY ALL APPLICANTS

I / We declare that the information given by me / us for the purpose of obtaining the mortgage allowance is correct. I / We are aware of the conditions of payments for the allowance and I / We believe that these conditions are fulfilled.

I / We make this solemn declaration conscientiously believing the same true and by virtue of the Statutory Declaration Act, 1938.

I / We authorise the local authority and the Minister for the Environment to make any enquiries from official sources as it or he may consider necessary to establish entitlement to the allowance.

Applicants Signature: _____

• Declared before me by _____ who is / are personally known to me (or who is / are identifies to me by _____ who is know to me) at _____ this _____ day of _____ 20____.

• To be completed by Commissioner of Oaths/ Notary Public/ Peace Commissioner / Member of Clergy/ Garda Siochana

WARNING: Any person who has given false or misleading information for the purpose of obtaining an allowance renders himself/herself liable to serve penalties

When completed please return to the Housing Section, Clare County Council, New Road, Ennis, Co. Clare

INSPECTOR OF TAXES CERTIFICATE

(in respect of Mortgage Allowance or Local Authority Tenants / Tenant Purchasers)

NOTES

- Please read explanatory notes.
- This form must accompany completed application forms for Mortgages Allowance.
- MAT2B - Part 2 Should also be completed if applicant is married or a joint application is being made.

Part 1

Section 1: To be completed in full by the Applicant. The builders details are available only from the builder and must be inserted before the form is sent to the Tax Office. The completion of Section 2 is necessary only where a new dwelling is being purchased or built.

Name: _____ Income Tax _____
Reference No. _____

Address of Local _____ Income Tax _____
District _____

Authority Dwelling _____

Address of _____ Employer's
dwelling being _____ Registration No. _____
purchased/built _____

Is the dwelling New or Previously Occupie:

Section: 2

Name and Address of Main Builder:

Income Tax Reference No. _____ VAT Registration No. _____

Tax District _____ Tax Clearance Cert.
C2 Certificate No _____ Expiry Date _____

Section 3

I confirm to the best of my knowledge that the information given is correct and my tax affairs are in order:

Applicants Signature: _____

(Incomplete forms will not be certified by the Inspector of Taxes)

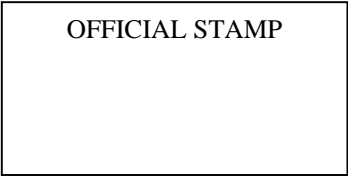
Section 4 To be certified by the Applicants Inspector of Taxes

I hereby certify, in accordance with my records and to the best of my knowledge, that the applicant's Tax Reference Number quoted above is correct.

Signature: _____

Date: _____

PART 2



Section 1

To be completed if applicant is married or if a joint application is being mad The builders details are available only from the builder and must be inserted before the form is sent to the Tax Office. The completion of Section 2 is necessary only where a new dwelling is being purchased or built.

Name of Spouse/ Joint Applicant	_____	Income Tax Reference No.	_____
Address of Local Authority Dwelling	_____ _____ _____	Income Tax District	
Address of dwelling being purchased/built	_____ _____	Employer's Registration No.	_____
Is the dwelling New or Previously Occupied	_____		

Section 2

Name and Address of Main Builder:

Income Tax Reference No. _____ VAT Registration No. _____

Tax District _____

Tax Clearance Cert.
C2 Certificate No _____ Expiry Date _____

Section 3

I confirm to the best of my knowledge that the information given is correct and my tax affairs are in order:

Applicants Signature: _____

(Incomplete forms will not be certified by the Inspector of Taxes)

Section 4

To be certified by the Applicants Inspector of Taxes

I hereby certify, in accordance with my records and to the best of my knowledge, that the applicant's Tax Reference Number quoted above is correct.

Signature: _____

Date: _____



Processing of Mortgage Allowance Applications

Mortgage Allowance Scheme is available to:

Tenants / tenants purchasers of local authority dwellings / voluntary housing schemes.

The amount of the mortgage being applied for must exceed €8,100 and must be purchased or built for applicants own occupation.

The dwelling being returned to the local authority is in a fit and tenable condition and free from arrears.

The allowance of €1,450 is paid over five years by the DoELG to the lending agency as follows:

YEAR	€
1	3,560
2	2,800
3	2,040
4	1,780
5	1,270

Processing

- Application form must be fully completed and signed by the Inspector of Taxes
- The extra letters/receipts to be included are as follows:
 - ✓ It is essential to give a minimum of one weeks notice in writing of your intention to return your Clare County Council dwelling.
 - ✓ Letter from the Letting Agency confirming the amount of mortgage and the date that the mortgage created.
 - ✓ Purchasing: Letter from your Solicitor confirming the date that the contract was signed to purchase your new dwelling and the purchase price of your new dwelling.
 - ✓ Building: Receipts to the value of €9,050, i.e. €2,700 from VAT registered supplier €6,350 from VAT registered contractor.
 - ✓ Income Details of applicant(s) i.e. if working, a P60 Certificate for the tax year or if unemployed the total amount of assistance/benefit claimed in the last tax year.
 - ✓ Application fee of €30.