

Local Authority Affordable Purchase Scheme



Information
Booklet



Comhairle Contae
Loch Garman
Wexford
County Council



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage



Contents



What is the Local Authority Affordable Purchase Scheme?	4
Who is the scheme for and how does the scheme work?	4-5
What are the eligibility criteria?	6
How do I know if I am eligible	7
When and how do I apply	10
Required documentation	12
How will successful applicants be decided	13
Frequently asked questions	14
Further Information	29

What is the local authority Affordable purchase scheme?

Under the Affordable Housing Fund, Wexford County Council will make homes available at a reduced price for eligible applicants who are seeking to purchase a newly built home but need additional funds to bridge the gap between their mortgage and deposit to cover the full price of the home.

In return Wexford County Council will take a percentage Equity Share in the Affordable Home. Purchasers will enter into an Affordable Dwelling Purchase Agreement with Wexford County Council.

Who is the scheme for?

The scheme is open to First time Buyers and Fresh start applicants.

It is aimed at households who cannot afford a home at its open market value using their combined deposit, their approved maximum mortgage and savings.

The home must be used as the homebuyers's Principle Private Residence.



How does the scheme work?

- The scheme applies to specific new-build homes.
- The property must be used as your primary residence.
- The support provided by the local authority takes the form of an Equity Share on the home.
- To participate in the scheme, applicants will be required to maximise their mortgage drawdown capacity (4 times a household income, from a participating bank, according to the Central Bank's macro-prudential rules).
- Applicants may be able to avail of the Local Authority Home Loan.
- Applicants may be able to avail of the help to Buy scheme.
- The maximum financial support available from the local authority on each home will be established by the local authority delivering the homes.
- The purchaser can redeem (buy-out) the Equity Share at a time of their choosing but there will be no requirement to do so.
- If the purchaser chooses not to redeem the equity share while living in the home, the local authority can do so when the property is sold or transferred, or after the death of the owner or after 40 years.
- The minimum equity share required will not be less than 5% of the market value of the dwelling.

What are the eligibility criteria?

To be eligible for a property under the Local Authority Affordable Purchase Scheme, the following criteria apply:

- The combined financial income of all of the persons making the application, is below a certain level. This is calculated by multiplying the gross household income by 4. This figure is known as the “ purchasing power ” and it must be less than 85.5% of the market value of the affordable home.
- None of the persons making the application has previously purchased or built a dwelling in the state for his or her occupation. (exceptions below)
- None of the persons making the application owns, or is beneficially entitled to an estate or interest in, any dwelling in the State or elsewhere.
- Each of the persons making the application has a right to reside in the State indefinitely.

Exceptions apply as follows:

1. Where a person making the application satisfies the Fresh start principle.

In this case a person may also be eligible if s/he has previously purchased or built a property in the Republic of Ireland together with a spouse, a civil partner or a person with whom s/he was in an intimate and committed relationship and that relationship has ended and that s/he has sold, or has been divested of, that dwelling as part of a personal insolvency or bankruptcy arrangement or proceedings or other legal process consequent upon insolvency.

2. Where any of the persons making an application previously owned, or was beneficially entitled to an estate or interest in, a dwelling in the Republic of Ireland and such dwelling, because of its size, is not suited to the current accommodation needs of the applicant’s household.

How do I know if I am eligible?

All applicants must satisfy the four criteria listed above.

1. The applicant /s “ purchasing power ” (i.e. gross household income divided by 4) must be less than 85.5% of the market value of the Affordable Home.

For example, for an affordable home with a market value of €375,000, the maximum gross household income eligible to apply for the Affordable Home would be calculated as follows

Market Value	€375,000
85.5% of Market Value	€320,625
Divided by 4	€80,156 (maximum Gross household income limit)

Gross Income is calculated based on previous 52 weeks preceding application date



- 2. In addition to Household income applicants must demonstrate sufficient savings to cover the minimum deposit of 10% of the purchase price of the Affordable Home. First Time Buyer applicants can avail of the Help to Buy Scheme which is operated by the Revenue Commissioners to assist them with their deposit.**
- 3. Savings. The first €30,000 is disregarded. Anything in excess of €30,000 will be added to applicant's purchasing power.**
- 4. If the total of Purchasing Power + Deposit + Excess Savings exceeds 95% of the market value of the home then the applicant is not eligible for an Affordable Dwelling Purchase Arrangement for that home.**
- 5. Applicants must be in a position to apply for a mortgage (you will be required to maximise your mortgage drawdown capacity). Or If applicants are unable to obtain a mortgage, the Local Authority Home Loan may be an option.**

<p>Please refer to the Affordable Purchase Dwelling Arrangements Income Assessment Policy for information on assessable income</p>	<p>While it is not a requirement, it is strongly recommended that Mortgage Approval in Principle be in place prior to applying to purchase an affordable home..</p>
---	--

First Time Buyer or Fresh Start Applicant Only

All first time buyer applicant/s must provide documentary evidence confirming they do not own or have an interest in property in Ireland or elsewhere.

Fresh Start Applicants must provide documentary evidence showing s/he has been divested of any interest in property in Ireland. In addition, should a Fresh Start Applicant be a Non-Irish National, further documentary evidence must be provided confirming that there is no interest in property outside of Ireland

Applicants must not be owners of property or must not have an interest in a property in the state or elsewhere

Right to reside

The applicant /s must currently have a legal right to reside and work in the Republic of Ireland. It will be necessary to demonstrate habitual residence.



In addition to the above eligibility criteria, Wexford County Council's Scheme of Priority for Affordable Home Purchase Arrangements applies. This scheme sets out the manner in which affordable dwelling purchase arrangements are made available by Wexford County Council and the methodology that will be applied to determine the order of priority to be applied to eligible households where the demand exceeds the number of Affordable Homes available for purchase in the Affordable Purchase Scheme.

When and how do I apply?

There will be an individual application process for each Affordable Purchase Scheme.

Please note: There is no general application form or waiting list.

When Affordable Homes are made available for purchase, they will be advertised in the following places:

1. Wexford County Council's website
2. Wexford County Council's Social Media pages
3. In a Local newspaper.

The advertisement will include details about the scheme including how and when to apply. Applications will be accepted through an online application portal only. On the day the application portal opens, the applicant/s will first need to register on the portal and then can proceed to complete the online application form and submit the requested documentation.

Be aware that applications will be prioritised on a first come first served basis.

A link to the application portal along with a list of the required documentation will be available on Wexford County Council's website.

A video guide of how to complete an application will also be available in advance.

The Council will publish a notice on their website, on social media and in a Local newspaper, advising the houses are available for sale, giving details of how to make an application for affordable homes, types and locations of properties available, income limits and minimum / maximum sale prices.

Applications will be accepted through the online application system only. The system will allow for input of all relevant data and applicants will be required to upload supporting documentation.



Applicants should ensure that they have fully completed the application form and declarations and submitted all the required documentation, as the date and time of application will be one of the criteria on which eligible applications will be prioritised under the Council's Scheme of Priority.

What information do I need with my application?

In the online application process, the applicants will be required to complete an online application form. In addition the system will allow you to upload all requested supporting documentation. The applicant/s will also be required to complete the necessary declaration and consent forms.

The following is a list of supporting documentation that each applicant will be required to provide as part of their application:

- **Photographic Identification for all applicants. (See Page 30 for further detail)**
- **Proof of present address dated within last 3 months. (See Page 30 for further detail)**
- **Personal Public Service Number (PPSN) / Tax Registration Number. (See Page 30 for further detail)**
- **Proof of Income (See Page 31 for further detail)**
- **Evidence of Savings (See Page 35 for further detail)**
- **Evidence of First Time Buyer's Status by way of a Self- Declaration by applicant/s that s/ he/they do not own or do not have an interest in a property in Ireland or elsewhere. (See Page 32 for further detail).**
- **Confirmation of eligibility for Help to Buy Scheme (if applicable)**
- **If you are not a First Time Buyer:**
 - **Evidence of qualification under Fresh Start Principle (See Page 32 for further detail)**
 - or
 - **Evidence that you own a dwelling which, because of its size, is not suited to the current accommodation needs of your household (See Page 33 for further detail).**
- **Proof of Residency & Right to Reside • Irish Citizens - Proof of Citizenship: Copy of Passport or Birth Certificate. (See Page 33 for further detail) • Non-Irish Citizens - Proof of Right to Reside in Ireland. (See Page 33 & 34 for further detail)**

- **Proof of Residency in Wexford for applicants looking to qualify under the Scheme of Priority 30% Residency Rule. (See Page 35 for further detail)**

- **Mortgage Approval in Principle letter stating the maximum mortgage available to applicants or Proof of communication with lender demonstrating applicant/s is/are in the process of acquiring mortgage approval. Details of documentation required to satisfy the above list is available from Page 29**

Applications for each Affordable Scheme will be open for a defined time period. No applications will be accepted outside of that time

All application details and data submitted will only be retained for that specific scheme and will not be carried forward for any future affordable housing scheme(s).

Applicants who submit false or misleading information on their application will be disqualified from this process

How will successful applicants be decided?

Applicants who submit a valid application will be assessed in accordance with the eligibility criteria set out in this document and Wexford County Council's Scheme of Priority for Affordable Dwelling Purchase Arrangements.

Properties will be allocated on a first come first served basis. Selected applicants will be required to obtain formal mortgage approval, verify their application details and offered the opportunity to purchase a property in sequence until all properties have been sold.

NOTE: The property developer is not involved in the administration or the selection process for this Affordable Purchase Scheme.

Frequently Asked Questions...



Who is Deemed to be a First Time Buyer?

A first-time buyer is defined as a person who

- has not previously purchased or built a dwelling in the State or elsewhere for his or her occupation and
- does not own, or is not beneficially entitled to an estate or has an interest in, any dwelling in the State or elsewhere.

For the purposes of a joint application all applicants must qualify as First Time Buyers except where an applicant is eligible under the Fresh Start Principle

Applicants are considered First Time Buyers only if all named applicants are buying their home for the first time.

How do I demonstrate that I am a first time buyer?

All applicants must demonstrate that s/he / they don't own or have an interest in a property in Ireland or elsewhere. Please see Page 32 for further details.



Are there exceptions to the first time buyer requirement?

1. Persons who qualify under the Fresh Start principle are eligible to apply for an affordable home under the Local Authority Affordable Purchase Scheme.

and

2. Applicant(s) that previously owned, were beneficially entitled to, or have an interest in a dwelling in the State and that this dwelling, because of its size, is not suited to the current accommodation needs of the applicant's household i.e., house overcrowded, may be eligible to apply

What is the Fresh Start Principle?

The Fresh Start principle means that applicants who are divorced, legally separated/ separated or the relationship has ended and have no financial interest in the family home are eligible to apply under this scheme. In addition, applicants who have undergone personal insolvency/bankruptcy proceedings will also be eligible to apply for the Local Authority Affordable Purchase Scheme

What is the help to buy scheme?

The Help to Buy (HTB) scheme, operated by The Revenue Commissioners is an incentive for first-time property purchasers. It will help you with the deposit you need to purchase or self-build a new house or apartment. You must purchase or self-build the property to live in as your home.

Where you meet the required conditions, you will receive a refund of:

- Irish Income Tax
and
- Deposit Interest Retention Tax (DIRT) you paid in Ireland.

The refund will be from the four tax years prior to when you make your application. The refund will not include any refunds you have already claimed.

Please refer to the qualifying criteria defined by the Revenue Commissioners for eligibility for the Help to Buys Scheme.

What is the scheme of priority?

The Wexford County Council Scheme of Priority was approved by the Elected Members of Wexford County Council on 14/11/2022. This Scheme of Priority outlines the rules Wexford County Council uses to decide which applicants will be offered dwellings. The Scheme of Priority will apply in the event where there are more eligible applicants than Affordable Homes available.

Wexford County Council's Scheme of Priority can be viewed here. In relation to 70% of the homes, where the number of applicants exceeds the number of houses, priority as to which type of home is deemed to adequately cater to the accommodation needs of a household, will be made on the following basis:

DWELLING TYPE	MEETS ACCOMMODATION NEEDS OF
4 Bed Dwelling	3 or more person household
3 Bed Dwelling	2 or more person household

And thereafter on a first come first served basis.

For the remaining 30% of dwellings, Wexford County Council will prioritise as follows:

Applicants having been resident, in the administrative area of Wexford County Council for a minimum period of 5 years and then to which type of home is deemed to adequately cater to the accommodation needs of a household as above.

And thereafter on a first come first served basis

If I am not an Irish Citizen, how do I demonstrate right to reside?

Applicants from a country outside the Republic of Ireland are eligible to apply for a home under the Local Authority Affordable Purchase Scheme if they are habitually resident in the Republic of Ireland and subject to the following:

- 1. UK citizens - evidence of habitual residence**
- 2. EU/EEA citizens - evidence of habitual residence. [All EU/EEA citizens who are legally resident in the State will not be eligible to apply for a Local Authority Affordable Purchase for the first three months of residence in the State.]**
- 3. Non-EU/EEA citizens with single/joint applications where both applicant(s) are Non EU/EEA applicants must be**
 - a. legally resident in Ireland for a period of 5 years;**
 - or**
 - b. have leave to remain extending to potentially permit 5 years reckonable residence; or c. have indefinite leave to remain in the State.**
- 4. An application from a Non-EU/EEA national, who is a spouse or civil partner of a EU / EEA national, may be considered as part of a joint application for that household, provided they have a valid residence card or permanent residence card with a valid Stamp 4EUFam**

What is the market value of the property?

The market value of an Affordable Home is the price for which the Affordable Home might reasonably be expected to achieve on the open market. The initial market valuation of the home in order to calculate the equity share is carried out by the Council. For subsequent valuations of the property, a valuation mechanism will be set out in the Affordable Dwelling Purchase Arrangement. A valuation will be required when a redemption payment is being made by the purchaser. Over time, if the value of the Affordable Home increases, the amount owed on the value of the equity share will increase in line with the prevailing market value.

What is the meant by the affordable purchase price?

The Affordable Purchase Price for a property is the price that the applicant will pay for the property after the Council's percentage Equity Share has been applied to the market value. This price is based on an applicant's income and purchasing power. what is the income limit for an affordable dwelling? The income limit for a particular affordable dwelling is 85.5% of the market value of the property divided by 4.

How much of a deposit do I need?

Financial institutions require that a minimum of 10% deposit must be raised from applicant's own sources.

First time buyer applicants can avail of the Help to Buy Scheme. The Help to Buy Scheme operated by The Revenue Commissioners can be utilised towards this deposit amount where the applicant does not have savings to account for same.

What is meant by the purchasing power?

The applicant /s “ purchasing power ” (i.e. gross household income multiplied by 4) must be less than 85.5% of the market value of the Affordable Home.

If the total of the applicants

- Purchasing Power (Maximum mortgage capacity, i.e. 4 times gross household income)
Plus
- Deposit of 10% of the affordable purchase price,
Plus
- Relevant savings**

exceeds 95% of the market value of the home then the applicant is not eligible for an Affordable Dwelling Purchase Arrangement for that home.

**If you have savings above a certain amount, you may not qualify for the scheme. You can have the money to cover the deposit on the home and an additional €30,000. Anything above this is added to your purchasing power.

How is the affordable Purchase price of the property decided ?

The Affordable Purchase Price will be calculated by Wexford County Council based on the “purchasing power” of eligible applicants.

This calculation takes into account an eligible applicant’s maximum mortgage capacity plus deposit, plus savings, and the minimum price set for the home by the Council.

The minimum price to be paid by the applicant is prescribed in legislation in Regulation 6 of SI No 21 of 2023.

The minimum equity stake is 5%

Example: The below table shows an example of varying applicant incomes and how they determine the affordable purchase price and the Council’s equity share of an affordable home with a market value of €300,000. You can see that the higher an applicant’s income is, the more they will contribute to the price and the less of an equity share the Council will take. The Council will work this out for you as each house price will differ.

Calculations shown are for illustrative purposes only

Income	Equity %	Equity amount	Mortgage Capacity (Gross Income * 4)	Deposit	Purchaser Pays
€64,125	5.00%	€15,000	€256,500	€28,500	€285,000
€64,000	5.19%	€15,556	€256,000	€28,444	€284,444
€63,000	6.67%	€20,000	€252,000	€28,000	€280,000
€62,000	8.15%	€24,444	€248,000	€27,556	€275,556
€61,100	9.63%	€28,889	€244,000	€27,111	€271,111
€60,000	11.11%	€33,333	€240,000	€26,667	€266,667
€59,000	12.59%	€37,778	€236,000	€26,222	€262,222

What is the affordable dwelling contribution ?

The Council will provide a contribution known as an “Affordable Dwelling Contribution” that facilitates the purchase of homes by an eligible applicant. This refers to the monetary amount contributed by the Council.

The Affordable Dwelling Contribution is the difference between the combined total of the purchaser’s deposit and maximum mortgage capacity (and savings where relevant) and the open market value of the home on the date of purchase

$$\begin{array}{c} \text{Open Market Value} \\ \text{minus} \\ \text{[Deposit + Mortgage Capacity + Relevant} \\ \text{Savings]} \\ = \\ \text{Affordable Dwelling Contribution} \end{array}$$

What is the affordable dwelling equity?

The Affordable Dwelling Equity, also known as the Equity Share, is the percentage of the market value that Wexford County Council will contribute to the purchase of an Affordable Home. This will be at least 5% of the open market value. This entitles the Council to the same percentage in value of a future sale of the property subject to terms and conditions.

The Equity Share represented as a % value of the dwelling, is the difference between the purchase price and open market value at time of purchase.

What is the affordable dwelling purchase arrangement?

The Affordable Dwelling Purchase Arrangement is the legal agreement or contract between the Council and the purchaser setting out the terms and conditions under which the Council provides the Affordable Dwelling Contribution. Each successful applicant will enter into an Affordable Dwelling Purchase Arrangement with the Council. This will be prior to or at the same time as the closing of the purchase of their affordable home. The agreement covers the obligations of the purchaser and the Council and makes provision for the registration of the agreement with the Registry of Deeds/Land Registry.

The agreement will also set out how and when the homeowner can make redemption payment(s) to reduce the Council's Affordable Dwelling Equity Share as well as the conditions under which the Council may seek redemption of this Equity Share. Successful applicants will be required to enter into a Contract for Sale with the developer in order to complete the purchase of the affordable home. This Contract of Sale will include all standard conveyancing terms and conditions and the developer will also require confirmation of the purchasers' Affordable Dwelling Purchase Agreement with the Council

When can the affordable dwelling equity be repaid?

It is a condition of the Local Authority Affordable Purchase Scheme that the Council will register a charge on the property equal to the Affordable Dwelling Equity, or Equity Share, representing the percentage discount below market value that the home is purchased for. The Affordable Dwelling Equity will in general become repayable upon the subsequent sale of the property or after forty years. The total amount repayable in respect of the Affordable Dwelling Equity to remove the Council's shared equity interest from the property will depend on the future market value of the home and the timing of the repayment(s)

Example:

A home is valued at €300,000 at time of purchase. The Housing Authority has an Equity Share of 10% (initially valued at €30,000). If sometime in the future the homeowner decides to buy out the Council's Equity Share, a valuation of the home is carried out and the market value of the home is now €350,000. The home owner will need to pay €35,000 (10% equity share) to redeem the Housing Authority's equity share in the home.

The Council's Equity Share in the property must be repaid in full, but the timing of repayment(s) is flexible. From five years after their purchase, purchasers can decide when to make redemption repayments on the Equity Share, subject to a minimum repayment amount of €10,000, or the Equity Share can be repaid when the purchaser subsequently decides to sell the property. The Council will keep a record of all redemption payments made by the purchaser, revising the Affordable Dwelling Equity percentage accordingly. When the full Equity Share is repaid, the Council will discharge it in the Registry of Deeds / Land Registry.

Can the council demand repayment of the ‘affordable dwelling equity’?

The Council can demand the repayment of the Affordable Dwelling Equity by serving a Realisation Notice on the homeowner on the occurrence of certain realisation events including:

1. The expiry period of 40 years without redemption in full of the equity share by the purchaser(s) (which will be the period during which the Council may not realise its equity share other than for breach of other conditions of the agreement)
2. In the event of the death of the purchaser.
3. Where the purchaser commits an act of bankruptcy, or is adjudicated as bankrupt.
4. A mortgagee, incumbrancer or receiver gains possession of the affordable dwelling.
5. The dwelling becomes subject to an order or process for compulsory purchase.
6. The dwelling is demolished or destroyed, whether by fire or otherwise or is damaged so as to materially affect its market value
7. The dwelling is abandoned or is no longer the principal primary residence of the purchaser(s).
8. The dwelling is sold.
9. Where there is a material breach of a covenant in the Affordable Dwelling Purchase Arrangement.

10. The purchaser(s) is found to have deliberately misled the Council in respect of any material fact regarding eligibility or priority in making their application.

A Realisation Notice will specify a period (not shorter than three months commencing on the service of the notice) after which the Council will be entitled to realise the Affordable Dwelling Equity. The procedure for this arrangement will be clearly set out in the Affordable Dwelling Purchase Arrangement.

Do I need mortgage approval before applying?

While it is not a requirement of the scheme, it is strongly recommended that Mortgage Approval in Principle be secured before the application portal opens. As part of the application process, applicants should submit this Mortgage Approval in Principle letter from their proposed lender confirming the maximum mortgage available to the applicants when applying for affordable housing.

Purchasers can use a mortgage from any private lending institution, such as a bank or building society, to finance their purchase or if refused by 2 banks/building societies, they can then apply for the Local Authority Home Loan.

If you do not have mortgage approval in principle/Local Authority Home Loan approval, you will be required to provide details on how you intend to finance the purchase of an affordable home

Where a purchaser is availing of a mortgage from a bank / financial institute to purchase the home, a separate 'Priorities Agreement' between the Council and the bank/ financial institute providing the mortgage to the purchaser will be necessary.

This agreement between the Council and the bank will not impact on the purchaser but will record that the Council will retain an equity share in the property and will provide that the bank's interest will take priority.

How long before I am notified if my application has been successful?

It is intended that applicants will be notified within 8 weeks of closure of the application portal.

How can I satisfy the 30% Residency rule?

To qualify under the 30% Residency Rule, applicants will be required to provide proof of being a current resident in the administrative area of Wexford County Council.

Each applicant can provide a Statement of Liability from Revenue clearly showing name and address of applicant.

and/or

A copy of a rental agreement, utility bill or other formal correspondence (e.g. bank statement, letter from government department) in applicant's name.

What type of homes are available & when do they become available?

Information on property location, property types, size and price will be advertised on Wexford County Council's website, Social Media pages and on a Local newspaper as each Affordable Housing Scheme is announced in advance of the open date for applications.

How do I know which property to apply for?

You are advised to apply for the property most suited to your household needs, bearing in mind the Scheme of Priority which sets out that a 2 or more person household will be given priority for a 3-bed home, and a 3 or more person household will be given priority for a 4-bed home.

Where can I view the various house plans?

The house plans will be made available for viewing on Wexford County Council's website when the scheme is announced. They will also be available to view on our development partners websites.

Will I be able to select which house I want?

Preference of applicants for a particular house location within the scheme will be based on the confirmed order of merit post assessment of applications by Wexford County Council and in accordance with the Scheme of Priority

Supporting documentation required when making an application...

PROOF OF IDENTIFICATION:

Photographic Identification for all applicants. **ANY ONE** of the following

- Current, valid signed passport / passport card.
- Current, valid Public Service Card.
- Current valid EU/EEA driving licence - this must contain a photograph (Irish Provisional Licence accepted).
- Current EU National Identity Card

PROOF OF PRESENT ADDRESS dated within last 3 months:

ANY ONE of the following documents dated within the last 3 months for each applicant is accepted:

- Utility Bill e.g. landline telephone (not mobile), gas, electricity, heating oil, refuse collection.
- (Where a utility bill is a first bill, a second form of address verification is required).
- Correspondence from a Regulated Financial Institution operating in the Republic of Ireland e.g. Insurance / Assurance Co., Bank, Building Society, Credit Union.
- Correspondence from a Government Department.

PROOF OF PERSONAL PUBLIC SERVICE NUMBER (PPSN):

ANY ONE of the following documents for each applicant:

- Statement of Liability
- Tax Assessment
- Notice of Tax Credits from Revenue showing PPSN and applicant name and address.
- Letter from Revenue Commissioners addressed to applicant/s and showing PPSN, applicant name and address
- Receipt for Social Welfare payment showing PPSN and applicant name and address.
- Letter from Government Department showing PPSN, applicant/s name and address.
- Public Services Card

Proof of Income

Documentary evidence of the preceding 12 months' income for all applicants must be provided as follows.

If Employed

- Up to date Salary Certificate signed and dated AND
- Statement of Liability for the preceding year AND
- Employment Detail Summary for the preceding year AND
- Pay and Tax Summary (Year to Date) clearly showing name and PPSN of applicant

IMPORTANT:

Payslips will not suffice and are not required at this stage of the application process.

If Self Employed

- A minimum of 2 years' accounts and an Auditor's Report from a suitably qualified practitioner in the state (such as ACCA, FCA, CPA, IPA) AND
- A Notice of Assessment and/or Self-Assessment Acknowledgement letter for the preceding 12 months AND
- Current Preliminary Revenue Tax Payment Receipt

If Not Employed

- A statement from Department of Social Protection detailing all welfare payments received over the preceding 12 months. This should include the commencement and cessation date of receipt of such payments.

If a household is in receipt of social welfare for less than 12 months, employment income must be provided (as outlined above) to cover the duration of the employment.

Proof of any additional income not listed above is requested. Please see the Affordable Dwelling Income Assessment Policy.

• PROOF OF BUYER STATUS:

•

If you are a

First Time Buyer

• Confirmation of eligibility for Help to Buy Scheme (if applicable). The Help to Buy confirmation documentation uploaded must identify the applicant by name and PPSN.

AND

• Self- Declaration by applicant/s that s/he/they do not own or do not have an interest in a property in Ireland or elsewhere. This document must be written / typed, signed and dated by each applicant.

IMPORTANT:

UK Nationals / EU / EEA and Non-EU/EEA Nationals may be requested to provide documentary evidence confirming they do not own a property in their country of origin should their application be shortlisted. See Kilkenny County Council Affordable Purchase Scheme Information Booklet for further information. Please ensure this information / evidence is sought in advance to avoid disqualification

If you are a

Fresh Start Applicant/s

If applying under the Fresh Start Principle the following documentation will be required to accompany an application:

Fresh Start: Relationship Termination

• Where a marriage or civil partnership that has been legally or otherwise dissolved, the Court Order/Separation Agreement/other legal document should be provided as proof of the relationship ending. If there are acceptable reasons why elements of such documents cannot be provided (such as containing personal information not relevant to the Affordable Housing application), a redacted version may be provided, along with a solicitor's letter confirming that the redacted information has no financial implications. The documentation must show that the applicant has left the family home and has retained no interest in it.

- Where the intimate and committed relationship with the person with whom the applicant purchased or built the previous property has ended, and where no legal process has occurred, a solicitor's letter or an affidavit/declaration from the applicant will be required to confirm the relationship has ended and the applicant has retained no interest in the property.

Fresh Start – Post Bankruptcy

- Written evidence that the applicant has exited insolvency or bankruptcy or another legal process consequent upon insolvency, e.g. repossession as part of a court order and that where having had previously purchased a home, this property has been sold or s/he has been fully divested of that property as a result of such process.

Require Larger Property

- A self-declaration must be completed at time of application confirming that because of its size, applicant's current dwelling is not suited to the household accommodation needs i.e. overcrowded

RIGHT TO RESIDE / HABITUAL RESIDENCE

IRISH NATIONALS / UK NATIONALS / EU/EEA NATIONALS

The following to be provided for each applicant.

- Current Valid signed passport or Current valid Driving Licence or Current Valid Public Service Card

AND ANY ONE of the following:

- Statement of Liability from Revenue showing name and address
- Pay and Tax Summary Year to date from Revenue showing name and address
- A letter from your current employer, which includes your name, address and date you commenced work
- Statement of payments / benefits from the Department of Social Protection
- Tenancy Agreement if renting, showing name and address.

NON-EU/EEA NATIONALS

Single/Joint applications where both applicant(s) are Non-EU/EEA applicants must provide

Proof of legal and habitual residence in Ireland for a period of 5 years

· an aggregate of at least 5 years prior residence on any combination of Stamp 1[1], Stamp 3[2], Stamp 43 or Stamp 54 [“reckonable residence”] within the last 8 years

AND

· currently hold a valid Stamp 1, 3, 4 or 5.

OR

Proof of leave to remain extending to potentially permit 5 years reckonable residence

· any length of prior residence on any combination of Stamp 1, Stamp 3 or Stamp 4 [“reckonable residence”], within the last 5 years,

AND

· currently holds a valid Stamp 1, 3 or 4 on which the expiry date would permit their continued residence to an aggregate of 5 years residence in the previous 8 years.

OR

· Proof of indefinite leave to remain

An application from a Non-EU/EEA National, who is a spouse or civil partner of an EU /EEA national, may be considered as part of a joint application for that household, provided they have

· A valid residence card

OR

· permanent residence card with a valid Stamp 4EUFam.

1] Stamp 1 does not include Stamp 1A

[2] only Stamp 3 holders who are non-EEA spouses/dependents of employment permit holders with sufficient reckonable service may be eligible for assessment 3 Stamp 4 or Stamp 4 EU Fam

PROOF OF RESIDENCY IN WEXFORD.

To qualify under the 30% Residency Rule, you will need proof of being a current resident in the Municipal District of Gorey/Kilmuckridge or 10km of the affordable property.

Each applicant should provide a

- Statement of Liability from Revenue dated in the last 3 months clearly showing name and address of applicant.

AND/OR

- A copy of a rental agreement, utility bill or other formal correspondence (e.g. bank statement, letter from government department) in applicant's name and clearly dated in the last 3 months.

PROOF OF SAVINGS

- A copy of Statements for all current/savings/ deposit etc accounts from all financial institutions (e.g. bank / post office / credit union) for each applicant for the preceding 12 months only. Credit Card Statements are not necessary)

PROOF OF ABILITY TO FUND THE PURCHASE

- Mortgage Approval in Principle letter stating the maximum mortgage available to applicant/s from an approved mortgage provider (i.e. Bank of Ireland; Allied Irish Bank, Haven Mortgages Ltd, EBS & PTSB)

Contact Us



affordablehousing@wexforcoco.ie

www.wexfordcoco.ie/housing/affordable-housing

