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| **Repair and Leasing Initiative Application Form** | **[Picture](http://intranet/Logos%20%20Images/Corporate%20Logo/Waterford_Logo_Header.jpg)** |

**If you are interested in having your property repaired for leasing to Waterford City and County Council please complete the form below and attach any other relevant information you may have.** – Please provide all required supporting documentation.

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| **1 –** **Contact Details – Property Owner - LESSOR** | |
| **Name** |  |
| **Address** |  |
| **Eircode** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **2 – Repair & Lease Property Details** | |
| **Property Address** |  |
| **Property Type :-**  **Apartment, Studio, Duplex, Semi-Detached, Terraced, End of Terrace, Bungalow, Commercial etc** |  |
| **No. of Bedrooms** |  |
| **Floor Area (m2)** |  |
| **Site Area (Acres)** |  |
| **Energy Rating (BER)** |  |
| **MPRN** |  |
| **GPRN** |  |
| **Eircode** |  |
| **3 - Property Circumstances** |  |
| **Do you hold good, unencumbered, freehold title to the property? If no, give details.** |  |
| **Folio Number/Deed Reference Number** |  |
| **Is there a mortgage on the property?**  **If so, have you enquired from your lender if they will consent to a lease arrangement?** |  |
| **Was the property previously a local authority property? If Yes, give details of how you acquired the property.** |  |
| **Is the property vacant?**  ***Note vacancy is a requirement of the scheme*** |  |
| **What are the reasons for vacancy?** |  |
| **How long has the property been vacant?** |  |
| **Date the property is available from** |  |
| **Please provide any other supporting documentation that you consider relevant to the property i.e. photographs, copies of documents, notices, etc.** | |

**Please Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Note:** Forms that are not signed will be returned

**Please ensure that all supporting documentation is returned with this form**

**SUPPORTING DOCUMENTS**

**CHECKLIST FOR A PROSPECTIVE LESSOR**

* Proof of Ownership of relevant property – Land Registry Title documents – (**must be returned with application form )**
* Lender’s consent where mortgage applies to the property – (**must be returned with application form)**
* Tax Clearance Certificate (must be returned with application form and to be submitted every year THEREAFTER for term of Agreement)
* Planning, Building Regulations Compliance and Fire Safety Certificate, where applicable, or alternatively suitably qualified opinions on Planning and Building Compliance.
* Disability Access Certificate (where applicable) if the building was constructed after 1st January 2001.
* Insurance Certificate for structure of the building (Landlord’s Insurance) and Proof of Insurances as required in the Lease Agreement
* BER Certificate (minimum “D1” rating for dwellings not requiring renovation)
* Home Bond / Premier Guarantee, where applicable, and details of same
* Gas Conformity Check and Boiler Service and Gas Fire Service if there is one by Registered Gas Installer
* Periodic Inspection Report for Electrical Installations
* Utility bills showing suppliers and GPRN and MPRN for the property
* NPPR discharge certificate or certificate of exemption

**IMPORTANT: - All supporting Documentation must be returned with the application form so that the scheme can proceed in a timely manner**

**Please return to:** email to:

Waterford City and County Council, Housing Supply Team,

City Hall, [repairandleasing@waterfordcouncil.ie](mailto:repairandleasing@waterfordcouncil.ie)

The Mall,

Waterford

Tel. 0761 10 2020