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| **Repair and Leasing Initiative Application Form** | **Picture** |

**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:** any **f**orm that’s not signed and dated will be returned

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

**SUPPORTING DOCUMENTS**

 **CHECKLIST FOR A PROSPECTIVE LESSOR**

1. Proof of Ownership of relevant property – Land Registry Title documents – (**must be included with application form )**
2. NPPR discharge certificate or certificate of exemption-(**must be included with application form)**
3. Lender’s consent where mortgage applies to the property – (**must be included with application form)**
4. Tax Clearance Certificate for property owner - **(must be included with application form)**
5. Proof of vacancy for **12 months** or more -**prior** to date of submitting application form – (**must be included with application form )**

**IMPORTANT – Items numbered 1 to 5 must be included with application form when submitted**

1. Utility bills showing suppliers and GPRN and MPRN for the property
2. BER Certificate (minimum “D1” rating for dwellings not requiring renovation)
3. Planning, Building Regulations Compliance and Fire Safety Certificate, where applicable, or alternatively suitably qualified opinions on Planning and Building Compliance.
4. Disability Access Certificate (where applicable) if the building was constructed after 1st January 2001.
5. Insurance Certificate for structure of the building (Landlord’s Insurance) and Proof of Insurances as required in the Lease Agreement
6. Home Bond / Premier Guarantee, where applicable, and details of same
7. Gas Conformity Check and Boiler Service and Gas Fire Service if there is one by Registered Gas Installer
8. Periodic Inspection Report for Electrical Installations

**IMPORTANT: - All supporting Documentation must be submitted for the scheme to proceed in a timely manner.**

**Please return to:**

Waterford City and County Council,

City Hall,

The Mall,

Waterford City

Tel: 0818102020

Email: repairandleasing@waterfordcouncil.ie