

How to apply for the Croí Cónaithe (Towns) Vacant Property Refurbishment Grant

1 How it works: The Applicant

Who do I apply to for the Grant?

Applications can be made to your local authority. If you have questions about the grant, you can contact the Vacant Homes Officer in your local authority who will have information available on the scheme.

What type of questions am I likely to be asked during the application process?

You will need you to provide some information during the application process. For example:

- ▶ personal details (e.g. your full name, current address, date of birth, etc.)
- ▶ eligibility details (e.g. Are you a first-time buyer? etc.)
- ▶ vacant property details (e.g. address of the property, Eircode, period property has been vacant etc.)
- ▶ outline of work to be done to the property

What supporting documentation will I need to provide to apply?

The following is a list of documents that you may need to provide with your application:

- ▶ proof that the property is vacant
- ▶ proof of ownership or evidence of active negotiations to purchase the property (i.e. confirmation of engagement from the estate agent or owner of the property) where you are seeking approval in principle to a grant
- ▶ independent report confirming the property is structurally unsound and dangerous (if seeking top up grant for works to a derelict property) or confirmation that it is on the Derelict Sites Register, where applicable
- ▶ a quotation(s) in respect of the works proposed.

What does the Vacant Property Refurbishment Grant application process look like?

Step one: starting your journey

If you own a vacant/derelict property and are considering using it as your principle private residence or are considering purchasing a vacant/derelict property for use as your principle private residence, you need to review the eligibility criteria set out in the application form. You can approach your local authority and seek further information from the Vacant Homes Officer in your local authority.

Step two: your application

You must ensure that you complete the application in full and submit all relevant documentation. The supporting documentation required to submit as part of your application includes:

- ▶ proof that the property is vacant
- ▶ proof of ownership or evidence of active negotiations to purchase the property (i.e. confirmation of engagement from the estate agent or owner of the property) where you are seeking approval in principle to a grant
- ▶ independent report confirming the property is structurally unsound and dangerous (if seeking top up grant for works to a derelict property) or confirmation that it is on the Derelict Sites Register, where applicable

Step three: processing of grant application

Your local authority on receiving your application and any supporting documentation will:

- ▶ check that the application form is complete
- ▶ review the application as well as any supporting documentation submitted
- ▶ arrange for suitable technical staff to visit the property to make sure it is possible to do the work and assess the projected costs of the planned works
- ▶ write to let you know if your application has been successful and how much of a grant has been approved
- ▶ if you have not yet purchased the property you may receive approval in principle where you have provided evidence of active negotiations to purchase a property i.e. confirmation of engagement from the estate agency or owner of the property
- ▶ ask you to submit information from the contractor doing the work such as their tax reference number to check their tax clearance details
- ▶ ask for bank account details where the grant will be paid when the works are completed
- ▶ ask for an invoice for the completed work and arrange for suitable technical staff to visit the property and confirm the work is completed, in line with assessed costs

Step 4: payment of grant

When the refurbishment work has been completed, the property will be inspected by your local authority. Once the local authority are satisfied that the works have been completed in line with the approved application, the grant will then be paid.