

# Limerick City Council House Purchase Loan

## Application Form



**Limerick City Council  
Housing Department  
City Hall  
Merchant's Quay  
Limerick.  
Tel 061 407120  
[www.limerickcity.ie](http://www.limerickcity.ie)**

## **GUIDANCE DOCUMENT**

### **PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING AN APPLICATION FOR AN ANNUITY LOAN.**

#### **AGE LIMIT FOR EACH APPLICANT IS A MAXIMUM OF 55 YEARS**

You must submit the following items with your application. Incomplete applications will not be accepted.

1. Application Fee of €70.00 which is **not refundable**.
2. Photographic Identification for each applicant (Current Passport or Driver's Licence).
3. Documentary evidence of savings – 12 month statement required. Savings must be over a regular period of time, i.e. at least six months.
4. Documentary evidence of existing loans or other financial commitments – 12 month Statements required.
5. If Renting Privately -
  - (i) a letter from Landlord confirming how long a tenant,
  - (ii) weekly/monthly rent,
  - (iii) rent book, receipts for rent or bank statements showing evidence of rent being paid,
6. Evidence of Income for applicant and joint applicant, see below:

#### **For Persons on PAYE**

- A P60 Certificate for the previous *two* tax years immediately preceding the date of application.
- If the P60 does not cover the full 52 weeks of the particular tax year, a statement from the Department of Social Welfare or your Employment Exchange giving full details of any Benefits or Assistance received during the period must be submitted.
- Completed Employment Information Forms (copies attached) from your Employer(s) and three recent payslips.

#### **For Self-employed Persons**

- A Set of Accounts from your Accountant and the Notice of Assessment from Inspector of Taxes for the TWO tax years immediately preceding the date of application

**LIMERICK CITY COUNCIL reserves the right to make enquiries concerning an applicant's employment, occupation, salary or income.**

- Local Authorities cannot now consider applications for Housing Loans until the applicants have made a **Bona Fide Application** to both a Bank and Building Society and has been refused by both. It will be necessary for the applicant to submit a letter from **both** the Bank and Building Society they applied to for loan facilities confirming the applicant's income, amount of savings, purchase price of the house they are seeking the loan in respect of plus the amount of loan they were refused.
- Site location map.
- Certificate of sale price of house which can be obtained from the Auctioneer.
- Estimate of Solicitors expenses and Stamp Duty. Please note that all Housing Loan Applicants will be liable to pay a portion of the City Council's Solicitor's Fees resulting from the transaction.
- In the case of an application being made for the purchase of a house where the house is not occupied, it will be necessary to submit a key of the dwelling with your application to allow the City Council to inspect the property.
- FOR A NEW HOUSE**
  - \* Letter of Registration under National House Building Guarantee Scheme Form HG47.
  - \* Two copies of Plans and Site Plan.
- For applicants seeking loans **less** than €6,350.00 please obtain form from Housing Department re: Tax affairs and arrange to have certified by your Tax Inspector.
  - For applicants seeking loans **more** than €6,350 please obtain a tax clearance certificate from the Revenue Commissioners.

**Local Authority Reference:**

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## **CHECKLIST FOR APPLICANT/S**

**Applicants are strongly advised to submit their applications in person at this office as posted applications frequently are not completed correctly and have to be returned.**

Application Fee of €70 made payable to Limerick City Council (cash not accepted)

Fully Completed Application Form

HPL1 Form to be stamped by Revenue Commissioner (Appendix 1A)

Photographic Identification (Current Passport or Drivers Licence)

Proof of Present Address (Current Utility Bill or Bank Statement)

Original Salary Certificate (Appendix 1), up-to-date P60 and 4 Recent Payslips

Signed Customer Declarations

Original Current Account Statements (6 Months)

Original Savings Statements (12 Months)

Original Loan Statements (12 Months)

### ***Self Employed***

Accountants Report/Audited Accounts (2 Years Required)

Current Tax Balancing Statement

Current Preliminary Revenue Tax Payment Receipt

# Local Authority House Purchase Loan Application

## Personal Details

number of applicants \_\_\_\_\_

### first applicant

first name:

middle initial:

surname:

maiden name if applicable:

date of birth:

 /  / 

PPSN:

Gender:

Female

Male

mother's maiden name:

nationality:

marital status:

married

single

separated

divorced

widower

other

e-mail:

work tel:

home tel:

mobile:

present address:




how long at this address:

years:

months:

previous address:




number of dependents:

ages:

### second applicant

first name:

middle initial:

surname:

maiden name if applicable:

date of birth:

 /  / 

PPSN:

Gender:

Female

Male

mother's maiden name:

nationality:

marital status:

married

single

separated

divorced

widower

other

e-mail:

work tel:

home tel:

mobile:

present address:




how long at this address:

years:

months:

previous address:




number of dependents:

ages:

## Nature of Current Tenure

do you rent your current accommodation:  yes  monthly rent €   no

Home Owner

Living with Parents

Tenant

Local Authority Tenant

Other

do you rent your current accommodation:  yes  monthly rent €   no

Home Owner

Living with Parents

Tenant

Local Authority Tenant

Other

## Nature of Current Tenure (continued)

Are you on a local authority Housing List?

No  Yes

Are you on a local authority Housing List?

No  Yes

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Have you ever owned or built a house or flat?

No  Yes

Have you ever owned or built a house or flat?

No  Yes

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

## Loan Purpose

Private purchase:

Affordable home:

Local authority tenant purchase:

## Employment Status

employed:  self-employed:  not employed:  employed:  self-employed:  not employed:

## Employment Details

employer name:

employer address:

state type of business:

occupation:

employment status e.g. permanent, etc:

date commenced present employment:  /  /

gross basic salary p.a.: €

overtime p.a. €

bonus p.a. €

commission p.a. €

other income p.a.: €

source of other annual income:

If less than 6 months in current employment, please give previous employment contact details:

  
  

employer name:

employer address:

state type of business:

occupation:

employment status e.g. permanent, etc:

date commenced present employment:  /  /

gross basic salary p.a.: €

overtime p.a. €

bonus p.a. €

commission p.a. €

other income p.a.: €

source of other annual income:

If less than 6 months in current employment, please give previous employment contact details:

  
  

## Self-Employment Details

trading name and address:

date of commencement of business:  /  /

nature of business:

sole trader:  director / partner:

trading name and address:

date of commencement of business:  /  /

nature of business:

sole trader:  director / partner:

State % shareholding:

State % shareholding:

### Self-Employment Details *(continued)*

total net profit:

€

*(all partners, before drawings)*

drawings:

€

*(state your drawings only)*

previous employer's name and address:

previous employment from:

previous employment to:

nature of business:

occupation:

total net profit:

€

*(all partners, before drawings)*

drawings:

€

*(state your drawings only)*

previous employer's name and address:

previous employment from:

previous employment to:

nature of business:

occupation:

### Financial History & Commitments

#### savings

	first applicant	second applicant	financial institution(s)
deposits:	€ <input type="text"/>	€ <input type="text"/>	<input type="text"/>
current account:	€ <input type="text"/>	€ <input type="text"/>	<input type="text"/>
other:	€ <input type="text"/>	€ <input type="text"/>	<input type="text"/>

#### borrowings (include credit card debt)

borrower	purpose	€ amount owing	€ monthly repayment	lender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		€ <u>                    </u>	€ <u>                    </u>	

**Financial History & Commitments** *continued*

**first applicant**

have you or your spouse ever been insolvent, bankrupt, involved in court proceedings for debt or compounded with creditors? have any judgements been registered against you personally? have any judgements been registered against a company of which you are a director?

Yes  No

if yes to any of the above, please give details:


are you obliged to pay alimony/child support or separation maintenance?

Yes  No

if yes, please state monthly amount:

€

Have you ever had a loan or made a previous application to any other lending agency?

Yes:  No:

If yes, please give details:


**second applicant**

have you or your spouse ever been insolvent, bankrupt, involved in court proceedings for debt or compounded with creditors? have any judgements been registered against you personally? have any judgements been registered against a company of which you are a director?

Yes  No

if yes to any of the above, please give details:


are you obliged to pay alimony/child support or separation maintenance?

Yes  No

if yes, please state monthly amount:

€

Have you ever had a loan or made a previous application to any other lending agency?

Yes:  No:

If yes, please give details:


## Details of Property to be Mortgaged

address of property to be mortgaged:

stage of construction:

completion date:

 /  / 

is the property registered with: homebond scheme:

Yes

No

premier guarantee scheme

Yes

No

## Mortgage Details

loan amount:

€

loan term:

### outlay

purchase price:

€

stamp duty: *(if applicable)*

€

legal expenses:

€

other \*:

€

total expenditure:

€

### Funding

savings:

€

other \* please specify:

€

mortgage required:

€

total finance:

€

\* please give details of 'other' above

## Contact Details

### solicitor

name and address:

telephone:

### valuation access

name and address of person with whom an inspection may be arranged:

telephone:

## Important Notices

### consent under the consumer credit act 1995

Under the Consumer Credit Act 1995 a customer's consent is required if the customer wishes the **local authority** to be able to telephone him/her at his/her place of employment/business in connection with a Credit Agreement. From time to time the **local authority** may need to contact you during working hours in connection with the Account. Should you wish to give your consent you should sign this part.

I/we hereby consent to the **local authority** contacting me/us by telephone at my/our place of employment/business.

signature of first applicant:

date

signature of second applicant

date

### credit reference searching & reporting

The **local authority** may from time to time make searches against you on the records held by credit reference agencies. When such a search is made the Credit reference agencies will keep a record for a period (usually for a year) that the search has been made. **the local authority** may also provide information to credit reference agencies concerning this application and the manner in which the Account is conducted. For this **the local authority** requires your consent. Please note that if you do not consent **the local authority** may not be able to consider your application.

You have the right at any time to request from any credit reference agency a copy of any "personal data" within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that such a credit reference agency holds about you (for which they may charge a small fee) and to have inaccuracies in that information corrected.

I/We authorise **the local authority** to carry our credit reference searches against me/us. I/We acknowledge that such credit reference agencies will record that such a search has been made and disclose that fact to their members for a period of at least one year. I/We also authorise **the local authority** to provide information concerning this application and the conduct of the Account to credit reference agencies.

signature of first applicant:

date

signature of second applicant

date

### data protection notice

ACCESS TO PERSONAL DATA. You have the right at any time to request a copy of any 'personal data' within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that the **local authority** holds about you and to have inaccuracies in that information corrected.

### consumer credit act 1995

Please note carefully the following information relating to Housing Loans within the meaning of the Consumer Credit Act 1995.

**"WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT."**

**VARIABLE RATE LOANS - "THE PAYMENT RATES ON THIS HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME."**

#### ARREARS

Interest will be applied to the outstanding balance of the loan. This balance includes any element of unpaid interest and charges which will accrue interest on the rate applicable to the account.

#### VALUATION

Where the property is sourced by the applicant on the open market, each application must be supported by a valuation report carried out by an approved independent or local authority valuer. Valuation/survey fees are payable by the applicant(s) to the firm of valuers who undertake the valuation.

## **your right to cancel the contract**

You do not have a right to cancel the contract once you have drawn down a housing loan but you may repay a housing loan early as outlined in the next paragraph.

## **rights to terminate the contract**

You may at any time repay all or part of the loan early

If you fail to make any payment due to us in respect of the loan or, if any of the other events of default which will be specified in the contract between us for the loan were to occur we may call for the immediate repayment of the loan together with all accrued but unpaid interest thereon and all other costs and expenses payable under the contract. We may also enforce our mortgage over your property and sell it and realize any security given to us and apply the proceeds of sale in repayment of the loan and all interest and costs and expenses.

## **governing law and language**

All our dealings with you, and all contracts between us, will be governed by the laws of Ireland.

All contracts between us, all information, which we supply to you, and all other communications with you will be in English.

## **complaint procedures**

We aim to provide an efficient service to our customers and it is our policy to ensure that all your concerns are dealt with fairly and promptly.

If you have any complaint please telephone or write to:

**Local Authority House Purchase Loan Section**

### **WARNINGS**

YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.  
THE PAYMENT RATES ON A HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME.  
THE COST OF MONTHLY REPAYMENTS MAY RISE.

# Declaration

## personal details

applicant's name(s):

address of property to be mortgaged:

## details of mortgage required

purchase price/value of property:

amount of loan required:

repayment term required:

## valuation

The local authority will require a valuation of and certain other information about the property you wish to buy. The valuation report, of which you will obtain a copy, is designed especially for the needs of the local authority to help us decide if the property represents adequate security for the loan you require. The valuation report will be based on a limited inspection and is not intended to be a structural survey nor a condition report. It is important that you should not rely in anyway on the valuation report. It is possible that there are defects in the property which are not reported but which a more detailed inspection would reveal. This means that the valuation report may not make you aware of defects which could affect your decision to buy. The local authority recommends that you obtain a more comprehensive report or structural survey.

## insurance

### Mortgage Protection

It is a condition on all loans that Mortgage Protection Cover is effected before the loan cheque issues. There is a standard mortgage protection insurance scheme which is compulsory with local authority house purchase loans. The cost of mortgage protection insurance which covers both death and permanent disability will be added to your monthly mortgage repayments.

### Property Insurance

It is a condition on all loans that property insurance is effected before the loan cheque issues.

## signature & declaration

I/We declare that the information given by Me /Us in this form and in appendix 1, 1A and 2 attached is correct to the best of My/Our knowledge and belief and that these documents were completed before this declaration was signed. I/We declare that I/We am/are of full age and I/We hereby make application for an advance with the local authority upon mortgage of the property described above. I/We declare that the foregoing statements and particulars and any other information we have given to the local authority to be strictly true, to the best of my/our knowledge and belief. I/We acknowledge that, in order to process this loan application, the local authority its servants and agents will hold and process information in connection with this application (together with such other information supplied to or obtained by the local authority separately) and will hold and process same for administrative, customer care and service purposes and the statistical purposes of the Department of the Environment Heritage and Local Government where required by that department. I/We have read the section above headed valuation, I/We understand that I/We should not rely on the valuation report in any way in deciding whether or not to purchase the property. I/We understand that if, contrary to the the local authority recommendation, I/We do not request or obtain an independent structural survey for my/our own purposes, I/We run the risk that the property may suffer from serious defects which are not mentioned in the Valuation Report and that the report may be defective, or may be inadequate for my/our purposes. I/We further understand that should the local authority grant a loan this does not signify an assurance or guarantee that the property is soundly constructed and free from defects. I/We note that if I/We are approved by the local authority for a loan that at any time before the completion of the mortgage transaction the local authority has the right to withdraw or vary the approval.

## Signatures

first applicant:

date:

second applicant:

date:

# **APPENDICES**

## **APPENDIX 1 – SALARY CERTIFICATE**

### **APPENDIX 1A – HPL 1 FORM**

## **APPENDIX 2 – SOCIAL WELFARE FORM**

**Appendix I - SALARY CERTIFICATE – (to be completed by First Applicants Employer)**

**EMPLOYMENT DETAILS**

Name of Employee: \_\_\_\_\_

Length of service with the company: Years \_\_\_\_\_ Months \_\_\_\_\_

Position held within the company: \_\_\_\_\_

The exact location of employment: \_\_\_\_\_

Is employment permanent? Yes  No

Is employee on probation period? Yes  No

So far are you able to tell will he/she continue to be in your service? Yes  No

If so, what is the maximum of such scale and by what annual increments reached?

\_\_\_\_\_

**SALARY DETAILS**

	<b>Guaranteed</b>	<b>Regular</b>	<b>Irregular</b>
Gross basic wage/salary: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commission: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other income*: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please give details of other income: \_\_\_\_\_

\_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED BY AN AUTHOIRISED COMPANY OFFICAL**

Signed by: \_\_\_\_\_

Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please authenticate with company stamp or seal

Tel Number: \_\_\_\_\_ Date: \_\_\_\_\_

THE INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE

**Appendix I - SALARY CERTIFICATE – (to be completed by Second Applicants Employer)**

**EMPLOYMENT DETAILS**

Name of Employee: \_\_\_\_\_

Length of service with the company: Years \_\_\_\_\_ Months \_\_\_\_\_

Position held within the company: \_\_\_\_\_

The exact location of employment: \_\_\_\_\_

Is employment permanent? Yes  No

Is employee on probation period? Yes  No

So far are you able to tell will he/she continue to be in your service? Yes  No

If so, what is the maximum of such scale and by what annual increments reached?

\_\_\_\_\_

**SALARY DETAILS**

	<b>Guaranteed</b>	<b>Regular</b>	<b>Irregular</b>
Gross basic wage/salary: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commission: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other income*: _____ p.a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please give details of other income: \_\_\_\_\_

\_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED BY AN AUTHOIRISED COMPANY OFFICAL**

Signed by: \_\_\_\_\_

Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



Please authenticate with company stamp or seal

Tel Number: \_\_\_\_\_ Date: \_\_\_\_\_

THE INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE

**Appendix 1A - HPL1 Form – First Applicant**

THIS FORM MUST BE COMPLETED BY THE **REVENUE COMMISSIONERS** AND RETURNED WITH EVERY APPLICATION.

YOUR FULL NAME (BLOCK LETTERS)	<input type="text"/>
PREVIOUS NAME (IF ANY)	<input type="text"/>
PRESENT ADDRESS	<input type="text"/>
PREVIOUS ADDRESS (IF ANY)	<input type="text"/>
PPS NUMBER (PRSI NUMBER)	<input type="text"/>

**TO BE COMPLETED BY INSPECTOR OF TAXES**

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income relief in respect of interest paid on money borrowed to purchase or build a dwelling.

**SIGNED**

**DATE**

**OFFICIAL STAMP**

**Appendix 1A - HPL1 Form – Second Applicant**

THIS FORM MUST BE COMPLETED BY THE **REVENUE COMMISSIONERS** AND RETURNED WITH EVERY APPLICATION.

YOUR FULL NAME (BLOCK LETTERS)	<input type="text"/>
PREVIOUS NAME (IF ANY)	<input type="text"/>
PRESENT ADDRESS	<input type="text"/>
PREVIOUS ADDRESS (IF ANY)	<input type="text"/>
PPS NUMBER (PRSI NUMBER)	<input type="text"/>

**TO BE COMPLETED BY INSPECTOR OF TAXES**

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income relief in respect of interest paid on money borrowed to purchase or build a dwelling.

**SIGNED**

**DATE**

**OFFICIAL STAMP**

**Appendix 2**

**THIS FORM IS REQUIRED ONLY IF ONE APPLICANT IS ON SOCIAL WELFARE.**

**Name:** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**RSI Number:**

\_\_\_\_\_

**In relation to the above named loan applicant I confirm that the following information is correct:**

**TOTAL AMOUNT OF UNEMPLOYMENT BENEFIT/ASSISTANCE RECEIVED FROM:**

1<sup>st</sup> January \_\_\_\_\_ to 31<sup>st</sup> December \_\_\_\_\_ = € \_\_\_\_\_

**CURRENT AMOUNT OF UNEMPLOYMENT BENEFIT/ASSISTANCE BEING RECEIVED**

€ \_\_\_\_\_ WEEKLY

**TO BE COMPLETED BY AN OFFICIAL OF THE DEPARTMENT OF SOCIAL WELFARE/EMPLOYMENT EXCHANGE**

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person is in receipt of social welfare payments.

**SIGNED**

\_\_\_\_\_

**DATE**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICIAL STAMP**

\_\_\_\_\_

