**Form: RLS002**

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|  **Repair and Leasing Scheme (RLS)** **Application Form** |
| If you are interested in having your property repaired for leasing to Kerry County Council, please complete the form below and attach any other relevant information you may have. **A Scope of Works and recent photographs of the exterior, interior and garden (if applicable) must be submitted with this application.** |
| **1.** **Contact Details** |
| **Name****Address****Eircode:****Phone Number:****Email Address:** |
| **2. Property Details** |
| **Property Address** |  |
| **Type** *(Apt, Duplex, Semi-D, Bungalow etc.)* |  |
| **No. of Bedrooms** |  |
| **Floor Area** *(m2)* |  |
| **Site Area** *(Acres)* |  |
| **Energy Rating** *(BER)* |  |
| **3. Property Circumstances** |
| **Do you hold good, unencumbered, freehold title to the property?** **If no, give details.** |  |
| **In what year was the property constructed?** |  |
| **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.** |  |
| **Are you Tax Compliant? (You will be required to submit a Tax Clearance Cert if your application for the Scheme is approved)** |  |
| **Have you any outstanding NPPR Payments with Kerry County Council? (You will be required to provide documentary evidence confirming same)** |  |
| **Is the property vacant?***Note vacancy is a requirement of the scheme* |  |
| **Reasons property is currently vacant?** |  |
| **How long has the property been vacant?** |  |
| **Date the property is available from** |  |
| ***Management Company Consent – Is your property in a development where* there is a management company?** |  |
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| **General Details** |

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| **House** | **Apartment** | **Duplex** |
| Detached |   | 1 Storey |   | Ground |   | Ground/1st Floor |   |
| Semi-detached |   | 2 Storey |   | 1st Floor |   | 1st/2nd Floor |   |
| Mid Terrace |   | 3 Storey |   | 2nd Floor |   | Garden |   |
| End Terrace |   |  | 3rd Floor |   | Balcony |   |
| Garden |   | 4th Floor |   |  |
| Cavity Wall Yes/No  | Balcony |   |
|  | Lift Access |  |  |

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| **Living Rooms** | **No. of Bedrooms** | **Sanitary** |
| Separate Kitchen |   | One |   | Bathroom and WC |   |
| Kitchen/Dining Room |   | Two |   | Separate WC |   |
| Living/Dining |   | Three |   | En-Suite |   |
| Living Room |   | Four |   | Additional WC |   |
| Other |   | Other |   | Other |   |

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| **Utilities** |
| **Electricity:** | Yes | / | No | **MPRN:** |   |   |   |   |   |   |   |
| **Gas:** | Yes | / | No | **GPRN:** |   |   |   |   |   |   |   |
| **Water Services:** | Mains / Well / Private / Group Scheme  |
| **Sewerge System:** | Mains / Septic Tank |

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| **BER Cert. Available?** | Yes | / | No | **BER Rating:** |  |  | **BER Number:** |   |   |

**Signature:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Property Owner***

**NB:- Have you enclosed A Scope of Works and recent photographs of the exterior, interior and garden (if applicable)**

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The following are some of the documents that will need to be submitted to Kerry County Council prior to any Lease Agreement being signed:-

1. Satisfactory evidence of legal title;
2. BER Certificate and advisory report,
3. If the Unit has been mortgaged or charged in any way, written consent from the lending institution to the lease (if required by the lending institution, otherwise confirmation that no such consent required).
4. Boiler Service Receipt , if applicable.
5. Tax Clearance Certificate in the name of the person(s) to whom Kerry County Council will be making the rent payment & whose name(s) the contract will be in,
6. Bank details relating to the landlord – (Rent is paid on the 1st Friday of each month); (these details should be entered by you on the required EFT form that will be issued to you by Kerry County Council. The completed and signed EFT form is required by our finance Department in order that you may be set up as a supplier on the Council’s Financial Management System
7. Certificate of Insurance for the property and insurance to indemnify the landlord against any liability as a result of ownership & use of the property,
8. Signed schedule of house contents
9. *Management Company Consent – If your property is in a development where* there is a management company documentary evidence of Management Company Consent will be required.

**Please provide any other supporting documentation that you consider relevant to the property i.e. copies of documents, notices, etc.**

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| **Please return completed Application Forms to:** |
| RLS Section,Housing Department,Kerry County Council,County Buildings,Tralee,Co. Kerry. | **Tel:** 066-7183859**Or email to:**  kerryrls@kerrycoco.ie |

**NB: A Scope of Works and recent photographs of the exterior, interior and garden (if applicable) must be submitted with this application form.**