

NAME & ADDRESS

**CORK CITY COUNCIL - 2020 RENT REVIEW**

Contact Tel No: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Warning: This form must be completed accurately and in full so far as it relates to your household. FAILURE TO RETURN THE COMPLETED FORM WILL RESULT IN A PENALTY OF €25.00 PER WEEK BEING ADDED TO YOUR CURRENT RENT.**

Tenant's Full Name	Date of Birth	PPSN (Old RSI No)	Source of Income	Employment Income	Social Welfare Income	Child Maintenance	W.F.P. (Working Family Payment) (formerly FIS)	FOR OFFICIAL USE ONLY
				€	€	€	€	
				€	€	€	€	

Occupants Full Name	Relationship to Tenant	Date of Birth	PPSN (Old RSI No)	Source of Income	Employment Income	Social Welfare Income	Child Maintenance	W.F.P. (Working Family Payment) (formerly FIS)	FOR OFFICIAL USE ONLY
					€	€	€	€	
					€	€	€	€	
					€	€	€	€	
					€	€	€	€	
					€	€	€	€	
					€	€	€	€	
					€	€	€	€	

Next of Kin: \_\_\_\_\_ Address: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel no: \_\_\_\_\_

**DECLARATION**

*I/We hereby declare that all of the information given above is complete and correct and that no persons other than those listed above are residing at my/our address. I/We authorise and give authority to Cork City Council to seek and receive any information from my/our employer, Department of Employment Affairs & Social Protection or any other source in relation to me/us or any occupant of my/our household in order to facilitate the calculation of my/our household rent.*

Signed Tenant (1): \_\_\_\_\_ Tenant (2): \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT**  
**PLEASE READ THE FOLLOWING BEFORE FILLING IN THE BACK OF THIS FORM**

**RENT REVIEW FORM CHECKLIST**

1. Return no later than \_\_\_\_\_
2. Fully completed rent review form
3. Signed declaration
4. PPS numbers for all household members
5. Birth certificates for children not listed on any previous rent review form
6. Marriage certificate if applicable
7. Evidence of Income: 
  - i. If in employment: 3 recent consecutive payslips, CE Scheme, Job Bridge, FAS, TUS, etc
  - ii. If Self Employed: most recent set of accounts
  - iii. If in receipt of Social Protection payment: copy of payment slip
  - iv. Pension: details of work, private, overseas pensions
  - v. Working Family Payment (formerly Family Income Supplement): proof of payment
  - vi. Maintenance: if you pay or receive maintenance, evidence of payments
  - vii. Dependent child aged between 16 & 21: letter from the child's school/college confirming his/her attendance for the academic year 2019/2020 – otherwise an income will be assumed.
8. Removal of an occupant from the household – please provide official proof of their new address such as a rent book, utility bill, etc

**Please return fully completed forms with the relevant documentation to:  
Rent Review Section, Cork City Council, City Hall, Cork.**

**PLEASE NOTE THAT ONLY FULLY COMPLETED FORMS WILL BE PROCESSED.  
ANY INCOMPLETE RENT REVIEW FORMS WILL BE RETURNED.**