

# AFFORDABLE HOUSING DEVELOPMENT

CLUAIN CHAOIN, KERRY ROAD, TOWER, CORK

## AFFORDABLE HOUSING APPLICATION: ELIGIBILITY CRITERIA & FAQ

*Illustrative Image of Cluain Chaoin, Kerry Road, Tower, Cork.*



[www.cluainchaoin.ie](http://www.cluainchaoin.ie)

Applications may be made between

**Tuesday, 27<sup>th</sup> September 2022 at 12 noon and 12 midnight on Tuesday, 11<sup>th</sup> October 2022.**

*This FAQ document will be updated on a regular basis.*

The following document sets out information on the Eligibility Criteria, Shared Equity, Application Process together with required documentation and addresses 'Frequently Asked Questions' for an Affordable Housing residential development at Cluain Chaoin, Kerry Road, Tower, Cork.

- **SECTION 1: SCHEDULE OF ACCOMMODATION**
- **SECTION 2: ELIGIBILITY CRITERIA**
- **SECTION 3: SHARED EQUITY**
- **SECTION 4: APPLICATION PROCESS & DOCUMENTATION**
- **SECTION 5: FREQUENTLY ASKED QUESTIONS**

## SECTION 1: SCHEDULE OF ACCOMMODATION

The 'Cluain Chaoin' Affordable Scheme at Kerry Road, Tower, Cork consists of a total of 36 homes.

House No.	House Description	Floor Area (m <sup>2</sup> )	House Type
1	2 Bedroom semi-detached bungalow	84.7	E1
2	2 Bedroom semi-detached bungalow	83.9	E1 (M)
3	2 Bedroom semi-detached bungalow	71.5	F1
4	2 Bedroom semi-detached bungalow	71.5	F1 (M)
5	2 Bedroom semi-detached bungalow	71.5	F1
6	2 Bedroom semi-detached bungalow	71.5	F1 (M)
7	3 Bedroom End-Terrace Town House	109.8	C5
8	3 Bedroom Mid-Terrace Town House	100.2	C3
9	3 Bedroom Mid-Terrace Town House	100.2	C2
10	3 Bedroom End-Terrace Town House	101.8	C1
11	3 Bedroom End-Terrace Town House	101.8	C1 (M)
12	3 Bedroom Mid-Terrace Town House	100.2	C2
13	3 Bedroom End-Terrace Town House	101.8	C1
14	3 Bedroom End-Terrace Town House	101.8	C1 (M)
15	3 Bedroom Mid-Terrace Town House	100.2	C2
16	3 Bedroom Mid-Terrace Town House	100.2	C2
17	3 Bedroom End-Terrace Town House	103.4	C6
18	4 Bedroom semi detached	114.4	A2
19	4 Bedroom semi detached	112.8	A1 (M)
20	4 Bedroom semi detached	112.8	A1
21	4 Bedroom semi detached	112.8	A1 (M)
22	3 Bedroom End-Terrace Town House	100.2	C4 (M)
23	3 Bedroom Mid-Terrace Town House	101.8	C2
24	3 Bedroom End-Terrace Town House	106.8	B1
25	3 Bedroom End-Terrace Town House	101.8	C1 (M)
26	3 Bedroom Mid-Terrace Town House	100.2	C2
27	3 Bedroom End-Terrace Town House	101.8	C1
28	3 Bedroom End-Terrace Town House	101.8	C1 (M)
29	3 Bedroom Mid-Terrace Town House	100.2	C2
30	3 Bedroom End-Terrace Town House	101.8	C1
31	3 Bedroom Mid-Terrace Town House	106.8	B1 9M)
32	3 Bedroom Mid-Terrace Town House	100.2	C2
33	3 Bedroom End-Terrace Town House	100.2	C4
34	3 Bedroom End-Terrace Town House	100.2	C4 (M)
35	3 Bedroom Mid-Terrace Town House	100.2	C2
36	3 Bedroom End-Terrace Town House	106.8	B1

## SECTION 2: ELIGIBILITY CRITERIA

To be eligible to apply for Affordable Housing at Cluain Chaoin, Kerry Road, Tower, Cork applicants must, at a minimum, satisfy the following primary criteria, for applications to be processed.

- Be classified as a first-time buyer and do not own or have legal interest in a dwelling (\*\*)
- Applicant Income Limits for the respective house types are as follows:

House Type	Income Limit (€)	Min. Purchase Price (€)
2 Bedroom Bungalow	€71,657.00	€241,000.00
3 Bedroom End / Mid Terrace 2 Storey	€83,253.00	€280,000.00
4 Bedroom Semi Detached 2 Storey	€90,386.00	€305,000.00

- Have the right to reside indefinitely in Ireland. Intending purchasers from a member state of the EU/European Economic Area can apply for an affordable home, provided they are living and working in Ireland.
- The affordable home must be the household's normal place of residence.
- Where intending purchasers are not an Irish/EU/EEA citizen, they must have indefinite leave to remain in the State.

### First Time Buyer Exception (\*\*)

First Time Buyer Exceptions are documented in the Affordable Housing Act 2021, which does allow categories of exceptions to the First-Time Buyer eligibility criteria, to include circumstances of divorce or separation, personal insolvency or bankruptcy and others, subject to terms and conditions.

#### **Note:**

In addition to the above eligibility criteria, a Scheme of Priority for Affordable Dwelling Purchase Arrangements was adopted by Cork City Council on 11<sup>th</sup> July 2022. The Scheme of Priority outlines the methodology applied where the number of eligible applicants exceeds the number of affordable dwellings available for purchase for which applications are made. The main points are as follows:

- The Property must be suited to the applicant household's needs. Example:

*Three-bedroom dwellings, priority shall be given to 2 or more-person households*

*Four-bedroom dwellings, priority shall be given to 3 or more-person households*

The Scheme of Priority for Affordable Purchase Dwellings will be applied as follows where the scheme is over prescribed:

The Initial 70% of confirmed eligible applicants:

- The ranking mechanism will be on a First come first served basis, based on date & time of application.

The balance of 30% of confirmed eligible applicants:

- The ranking mechanism will be lottery based on confirmation of residency within the current administrative area of Cork City Council for a minimum period of 5 years preceding the time of application.

### SECTION 3: SHARED EQUITY

All purchasers will sign up to an 'Affordable Dwelling Purchase Arrangement' with Cork City Council. Cork City Council will retain an 'Equity Share' in the property, equal to:

*The difference between the open market value of the dwelling and the Purchase Price paid by successful applicants' expressed as a percentage of the Open Market Value of the dwelling'*

**Cork City Council may not seek realisation of this Equity Share for a 40-year period (with exception where a breach of the agreement occurs). However, successful affordable purchasers can choose to redeem or purchase the Equity Share in the dwelling at any time by means of one or a series of payments to Cork City Council.**

**Note: If you sell the property, the value of the percentage Equity Share must be repaid in full.**

## SECTION 4: APPLICATION PROCESS & SUPPORT DOCUMENTATION

The application process will be via an online platform. The link to this platform is available at [www.cluainchaoin.ie](http://www.cluainchaoin.ie) and will be available and live from **Tuesday, 27th September 2022 at 12 noon and 12 midnight on 11th October 2022.**

**Step 1: REGISTERING:** Register with the online platform. You will need the following information:

- Your Full Name, a valid & active email address & a Mobile Phone Number

You will generate a registration verification number via text message, which you will enter to complete the set-up process.

**Step 2: LOG ON:** You will then be able to log on to the on-line platform to begin your application process.

Again, as part of this log in, you will generate a verification number via text message to your mobile device. You will then need to enter this six-digit code to log in.

**Step 3: The Application:** You will be presented with 5 tabs, each of which will need to be completed.

### Tab 1: Application:

This tab will contain the general scheme information such as, scheme name, single or joint application, number of household members to reside in the house, type of property you are seeking etc.

### Tab 2: Applicant A:

This tab will contain the specifics of the principal applicant, name, date of birth, PPS number, Marital status, Nationality, contact telephone numbers and email, current address, county, Eircode, employment details, income details, option to add details of other dependent household members (name, date of birth, age)

### Tab 3: Applicant B:

This tab should be used where there is a secondary or joint applicant. The same details as above will be required.

### Tab 4: Finance

All applicants will be required to provide evidence of ability to finance the purchase of their selected property, namely, a 2, 3, or 4-bedroom property.

### Tab 5: Declarations

These are tick box declarations to confirm specifics of the data furnished on the previous tabs.

## **SUPPORT DOCUMENTATION:**

**You will be required to upload some documentation under TAB(s) as follows.**

### **PROOF OF INCOME**

- If **EMPLOYED** upload Salary certificate (Employment Detail Summary available on ROS.ie). Payslips are NOT acceptable evidence.
- If **SELF EMPLOYED** upload your most recent Revenue self-assessment, also known as your Form 11
- If **NOT EMPLOYED** upload Statement of total benefits received from social welfare which can be requested via email from your local social welfare office.

### **FINANCING THE PURCHASE**

- A mortgage letter of approval in principle from Bank/ Building Society / Local Authority or
- Photograph/screen shot of use of an on-line calculator to demonstrate finance purchase
- Proof of savings in the form of a current bank statement.

**For further information PLEASE REFER TO F.A.Q.s listed in Section 5**

## SECTION 5: FREQUENTLY ASKED QUESTIONS

**Q: How do I apply for the scheme?**

**A:** Applications and supporting documents will be accepted through an **ONLINE APPLICATION** system. The Application Portal launch period will be advertised via press and social media well in advance of the open date.

The system will allow for input of all relevant data and uploading of all supporting documentation. Details of the online application portal will be released in print media together with notification to those who have registered an expression of interest. *Please refer to **Section 3** above for Steps to Register and Log In to the online application system.*

**Q: How do I prove that I am a First Time Buyer?**

**A:** **Tab 5** of the online portal application by self-declaration and/or Help to Buy approval obtained from the Revenue Commissioners. Alternatively, a Solicitor's Declaration will suffice.

**Q: Am I eligible if I am not a first-time buyer?**

**A:** No, with the exception of certain exemptions which are set out in the Affordable Housing Act 2021. This allows for particular categories of exceptions to the First-Time Buyer eligibility criteria to include circumstances of Divorce or Separation, Personal insolvency or bankruptcy, subject to terms and conditions. (See Section 1)

**Q: What documentation is needed to support my application?**

**A:** Proof of Income for all applicants.

Proof of Income Documentation Required:

- PAYE salaried applicants must provide an up-to-date Salary Certificate (Employment Detail Summary available via [www.revenue.ie/MyAccount](http://www.revenue.ie/MyAccount)).
- Self-employed applicant must provide Accountants Report/Audited Accounts (2 Years Required), Current Tax Balancing Statement & Current Preliminary Revenue Tax Payment Receipt.
- Evidence that applicant(s) are first time buyers: e.g. Help to Buy confirmation (available from [www.revenue.ie](http://www.revenue.ie))
- Evidence of ability to finance the purchase: e.g. Provisional loan approval letter from Bank, Building Society or Cork City Council or online calculator showing ability to potentially borrower purchase amount.

Proof of Residency:

- Utility bill/Rental agreement / correspondence showing proof of residency within Cork City for 5 years or more.



**Q: How much deposit do I need?**

A: Financial institutions require that a minimum 10% of the full purchase price must be raised as a deposit from your own resources.

Example: A property with a market value of €320,000 you will need a deposit of up to €32,000.

The **Help to Buy Scheme** (HTB) operated by the Revenue Commissioners can be utilised towards this deposit amount where the applicant is eligible for the HTB Scheme.

**Q: How does the Help to Buy Scheme impact on the amount of the Loan.**

A. Please refer to the qualifying criteria defined by the Revenue Commissioners for eligibility for the scheme. ([www.revenue.ie](http://www.revenue.ie))

**Q: What is the type of property available at Cluain Chaoin, Kerry Road, Tower, Cork?**

A: 2 Bedroom: Single storey semi-detached bungalows  
3 Bedroom: Mix of 2 storey End of Terrace & Mid Terrace homes  
4 Bedroom: 2 Storey semi-detached homes

**Q: What is the cost of each type of property?**

A: 2 Bedroom: minimum purchase price €241,000  
3 Bedroom: minimum purchase price €280,000  
4 Bedroom: minimum purchase price €305,000

**Q: How do I know which property to apply for?**

A: It is recommended that single person households apply for the 2 Bedroom dwelling – on the basis that under the Scheme of Priority for Affordable Dwelling Purchase Arrangements. (Details set out in Section 2).

**Q: How is a decision made on my application?**

A: The decision on your application is made by Cork City Council in accordance with the eligibility criteria set out in **Section 2** of this document and a Scheme of Priority adopted by Cork City Council on 11<sup>th</sup> July 2022.

**Q: If I am approved for the scheme, where am I allowed to source a loan?**

A: Finance can be secured from any private lending institution such as a Bank or Building Society. Alternatively, finance can be sourced via Cork City Council by way of a Local Authority Homeloan. Applications for Local Authority Homeloans should be made to Housing Directorate Loans & Grants Section, Ground Floor, Civic Offices, Anglesea Street, Cork.

**Q: How do I provide evidence of the ability to fund the purchase?**

A: An Approval in Principle letter from a private financial institution or a Local Authority Home Loan approval from Cork City Council, Housing Loans & Grants Section, Housing Directorate should be provided.

Alternatively, an online calculator showing ability to potentially borrow the purchase amount can be provided. An example of an online calculator can be found at the following link <http://rebuildingirelandhomeloan.ie/calculator/>

**Q. If not an Irish National, how do I prove residency in Ireland?**

A. Applicants need to be an Irish/EU/EEA citizen or have indefinite leave to remain in the state. There is no time limit on residency once that is the case.

In the absence of same, a letter of confirmation from the Department of Justice – through either the Immigration Service and/or the Garda National Immigration Bureau would be required to confirm your residency status.

**Q: How can I provide evidence that I have resided in Cork City for more than 5 years?**

A: A copy of a rental agreement, utility bill or other correspondence in your name and clearly dated is sufficient.

**Q. How long before I am notified that my application is successful?**

A. It is intended applicants will be notified within 6 weeks of closure of the application portal.

**Q. What is meant by an Equity Share?**

A. The Equity Share represented as a % value of the dwelling, is the difference between the purchase price and open market value at time of purchase. Please refer to Section 3 of this document.

**Q. Can I redeem the Equity Share at any time?**

A. You can redeem the equity share in full or by instalments. The minimum redemption instalment is €10,000.

**Q. Where can I view the various House Plans?**

A. The House Plans can be viewed on [www.cluainchaoin.ie](http://www.cluainchaoin.ie)

**Q. Will I be able to select which house I want.**

A. Preference of applicants for a particular house location within the scheme will be based on the confirmed order of merit post assessment of applications by Cork City Council.