



Checklist for documents to be included with Housing Adaptation Grants for Older People and People with a Disability

Please note that your application form must be fully completed and submitted with **all** the required documentation. The non-submission of required documentation may render your application invalid. The checklist below will help you to identify the documents required to render your application as valid:

All applications will need the following:

- Evidence of Income, Revenue's Statement of Liability document for the previous tax year.** Evidence of income as Statement of Liability 2023 to be submitted with the application or it will be deemed invalid. Statement of Liability can be downloaded from Revenue's online myAccount service. It is accessible through the 'Review your tax' link in PAYE Services. This summary contains your pay and statutory deductions for the year as reported by your employer or pension provider. You can create a PDF to view or print document. If not entitled to a Statement of Liability, then please provide evidence of this and Social Welfare Statement of Payments for previous year. If in receipt of a UK Pension, please provide an end of year statement.

- Local Property Tax History of Payments.** We require you to submit a letter from Revenue stating that your tax is paid **for all periods 2013 to 2023**, or if you have a deferral of payment (Local Property Tax will be paid later), or if you have an exemption (Local Property Tax does not have to be paid). Alternatively, you can print your full payment history directly from Revenue online at Web: www.revenue.ie or you can call the Revenue Commissioners on Tel: (01) 738 3626. If unable to print please submit Property Pin, Property ID and PPSN and report can be printed for you, this information can be acquired through the number above.

- If applying for a Boiler please provide the following:**
 - Report from a contractor stating it is beyond economic repair.
 - Photographs of the boiler, email to housinggrants@corkcity.ie
 - Quote for the works to be carried out.

- If applying for Roof works please provide the following:**
 - Letter stating works are not covered by house insurance.
 - Itemised quotation for works to be carried out.

- If applying for rewiring please provide the following:**
 - A report from a registered contractor stating the current condition of the wiring and a quotation for the works to be carried out.
 - Where Fusebox is being replaced photographs of original Fusebox.