Respond, Dominick Place, Airmount, Waterford

01 8087700

[www.respond.ie](http://www.respond.ie) e-mail rentreview@respond.ie

**Tenant(s) Name: Address: Telephone No: E mail:** **Estate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We currently have last year’s household occupants on record, however if: there any additional members to your household since last review, please provide details below**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full Name (s)** | **Date of Birth** | **PPS No.** | **Relationship to Tenant** | **Weekly Income** | **Source(s) of Income** | **If aged 18-23 & in full time education, please provide proof** |
| **Social Welfare** | **Employment** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Has anybody moved out of your household in the last year, if so please provide details so we can update our records**

|  |  |
| --- | --- |
| **Full Name (s)** | **Date of Birth** |
|  |  |
|  |  |
|  |  |

Please attach supporting documentation for all household earners, as relevant

By submitting this form you are declaring that information submitted is correct to the best of your knowledge and authorise Respond to verify these details with the Department of Social Protection and/or your Employer.

**What documents do I need to submit for Annual Rent Assessment?**

**The following Proof of Income is required depending on your employment status for EACH member of your household**

If you have adult dependents between the ages of 18 to 23 that are in full time education, we require a letter from the school or college confirming placement, for each adult dependent.

**Employed –**

* 3 recent consecutive payslip’s
* If in receipt of working family payment, please provide letter of evidence supporting this.

**Self Employed -**

* Letter from your registered Accountant detailing you Net weekly /Annual Net Income. Letter should confirm that you have up to date certified accounts.
* Details of any Social welfare payment you have received in the past 52 weeks (A download confirmation from your mygov.ie account will be acceptable).

**Social Welfare Payment –**

* 2 recent social welfare receipts
* Letter from Social Welfare Office on Headed Paper detailing payment type and amount or you can download confirmation from your MyGov.ie and submit.