



Comhairle Contae
Ros Comáin
Roscommon
County Council

MORTGAGE ALLOWANCE SCHEME

**PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE ENCLOSED
WITH EVERY APPLICATION**

CHECKLIST:

Application Form

ORIGINAL P.60 (for both applicants)

A LETTER from your Bank/Building Society confirming the date of advancement of your loan, the amount advanced, the period of the loan, the current interest rate and the current monthly instalment being charged.

A Signed STATEMENT stating that you will not be seeking re-housing from a Local Authority in the future. (enclosed)

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MAT 2

**APPLICATION FOR A MORTGAGE ALLOWANCE FOR TENANTS/TENANT PURCHASERS
OF LOCAL AUTHORITY DWELLINGS**

- Please read all questions carefully and fill out the form in BLOCK CAPITALS.
- Complete the statutory declaration and then sign the form.
- The completed application form should be returned to the local authority for the area in which the private dwelling is being purchased or built.
- You must also have form MAT2B certified by your Inspector of Taxes.

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1. Full Name(s) of (a) Applicant (s) (a) _____ Date of Birth _____
(b) Spouse (b) _____ Date of Birth _____

	Aged 16 or over	Under 16
2. <u>Family</u>	_____	_____
	_____	_____
	_____	_____
Number of males in household	_____	_____
	_____	_____
Number of females in household	_____	_____
	_____	_____

3. **Income**

Gross income of (a) Applicant (s) (a) € _____
(b) Spouse (b) € _____
in previous tax year 01/01/___ – 31/12/___

4. **Details of the dwelling you are handing back to the local authority**

(a) Address _____

(b) Name of local authority to which you pay rent
or purchase annuity _____

(c) Type (house or flat) 2 bed house ☐ 3 bed house ☐

(d) Number of persons in household _____ No. of children _____

(e) Length of continuous tenancy (exact dates) from _____ to _____

5. Details of the dwelling you are purchasing or building

Address

(a) Is the dwelling
a house?

Yes ☐ No ☐

(b) Is the dwelling
new?

Yes ☐ No ☐

Previously
Occupied

Yes ☐ No ☐

(c) If new, are you
Purchasing
the dwelling?

Yes ☐ No ☐

Building on
Applicant's own site

Yes ☐ No ☐

(d) Give date you entered
Into a contract to
Purchase or build
The dwelling

(e) If building has started
on your own site, give
the date on which the
foundations were poured.

(f) Name and address of lending
Agency providing the mortgage
Loan

(g) Amount of Loan: €

(h) Contract price of house €

(i) If mortgage executed,
Give date of execution

(j) If you have already
occupied the dwelling give
date of occupation

(k) Will the dwelling
be your normal
place of residence

Yes ☐ No ☐

THE FOLLOWING STATUTORY DECLARATION MUST BE MADE BY ALL APPLICANTS

I/We declare that the information given by me/us for the purpose of obtaining the mortgage allowance is correct. I/we am aware of the conditions of payment for the allowance and I/we believe that these conditions are fulfilled.

I/we make this solemn declaration conscientiously believing the same true and by virtue of the Statutory Declarations Act, 1938.

I/we authorise the local authority and the Minister for the Environment to make any enquiries from official sources as it or he may consider necessary to establish entitlement to the allowance.

Applicant's Signature _____

*Declared before me by _____ who is/are personally known to me (or who is/are identified to me by _____ who is known to me) at _____ this _____ day of _____ 20__ .

*** To be completed by Commissioner of Oaths/Notary Public/Peace Commissioner/Member of Clergy/Garda Siochana.**

Signature of Witness _____
Occupation _____ Date _____
Address _____

WARNING: Any person who has given false or misleading information for the purpose of obtaining an allowance, renders himself liable to severe penalties.

Applicants must provide the local authority with such information as the authority may require in regard to location, layout etc., of the dwelling being purchased or built.

INSPECTOR OF TAXES CERTIFICATE

(in respect of Mortgage Allowance for Local Authority Tenants/Tenant Purchasers)

NOTES

- * Please read explanatory notes MAT2B attached.
- * This form must accompany completed application forms for Mortgage Allowance.
- * MAT2B – Part 2 should also be completed if applicant is married or a joint application is made.

SECTION 1

To be completed in full by the Applicant. The builder's details are available only from the builder and must be inserted before the form is sent to the Tax Office. The completion of Section 2 is necessary only where a new dwelling is being purchased or built.

Name:	_____	Income Tax Reference No.	_____
Address of local authority Dwelling	_____ _____ _____	Income Tax District	_____
Address of dwelling being purchased/built	_____ _____ _____	Employer's Registered No.	_____

Is the dwelling
New? Yes ☐ No ☐ Previously Occupied Yes ☐ No ☐ please tick

SECTION 2

Name and Address of Main Builder

_____	C2 Certificate Number
_____	_____
_____	_____
Income Tax Reference No.	OR
VAT Registration No. _____	Tax Clearance Cert. Expiry Date

Tax District _____	

SECTION 3

I confirm to the best of my knowledge that the information given above is correct and my tax affairs are in order.

Signature _____
(Applicant (s))

Incomplete forms will not be certified by the Inspector of Taxes

SECTION 4

to be certified by the Applicant's Inspector of Taxes

I hereby certify, in accordance with my records and to the best of my knowledge, that the applicant's Tax Reference Number quoted above is correct.

Signature: _____
(Inspector of Taxes)
Date: _____

OFFICIAL STAMP

SECTION 1 To be completed if applicant is married or if a joint application is made. The builder's details are available only from the builder and must be inserted before the form is sent to the Tax Office. The completion of Section 2 is necessary only where a **new** dwelling is being purchased or built.

Name of Spouse/ Joint applicant _____	Income Tax Reference No. _____
Address of local authority Dwelling _____	Income Tax District _____
Address of dwelling being purchased/built _____	Employer's Registered No. _____

Is the dwelling
New? Yes ☐ No ☐ Previously Occupied Yes ☐ No ☐ please tick

SECTION 2

Name and Address of Main Builder

C2 Certificate Number

Income Tax
Reference No. _____

OR

Tax Clearance Cert. Expiry Date

VAT Registration No. _____

Tax District _____

SECTION 3

I confirm to the best of my knowledge that the information given above is correct and my tax affairs are in order.

Signature _____
(Applicant (s))

Incomplete forms will not be certified by the Inspector of Taxes

SECTION 4 to be certified by the Applicant's Inspector of Taxes

I hereby certify, in accordance with my records and to the best of my knowledge, that the applicant's Tax Reference Number quoted above is correct.

Signature: _____
(Inspector of Taxes)

OFFICIAL STAMP

Date: _____

EXPLANATORY NOTES

The Tax Certificate MAT2B – PART 1 must be completed by all local authority tenants/tenant purchasers wishing to apply for a Mortgage Allowance. Part 2 of the form must be completed if the applicant is married or if a joint application is made. It is the applicant's responsibility to have the form certified by the Inspector of Taxes before returning it to the local authority.

Income Tax Number

If your tax is dealt with under PAYE, please give your own Reference Number. These references can be obtained from the Notice of Tax Free Allowance issued to you by the Tax Office or from your employer.

Inspector's Certificate

The MAT2B Certificate will be certified by the Inspector of Taxes to whom you normally send your return of income. If you are not liable to income tax or you have not yet paid income tax in this country, you should send the form to the Inspector of Taxes for the district in which you reside.

Married Couples or Joint Applicants

If two Inspectors of Taxes are involved, the part relating to the spouse/joint applicant may be detached and forwarded separately to the appropriate Inspector of Taxes.

DECLARATION

Re/ House at _____

I have alternative accommodation arranged at:

I will not look for further local authority housing in the future

Signed: _____

Signed: _____

Date: _____