

Housing Department

Áras an Chontae

Roscommon

F42 VR98

Tel: 090 6637100

Email: vacanthomesoffice@roscommoncoco.ie

Please see below items required to be submitted with an application for the Croí Conaithe Vacant Homes Grant.

Application Form

Please complete revised application form for the Croí Cónaithe Grant Scheme, which came into effect on November 2024, (form to be completed and signed by all owners of property). Ensure page 13 of application form (costings page) is fully complete for proposed works and adequately reflects any quotations.

Proof of Vacancy

Proof of vacancy for at least 2 years, please forward one of the items listed below:

1. ESB networks may be able to provide a letter to state that electricity was cut off on x date and remains disconnected or a letter to state there has been low energy usage in the property for x years.
2. Letter from estate agent on company headed notepaper stating that the property has been unoccupied for X years and is currently vacant (only if property has been purchased with the last 3 months)
3. Sworn solicitor's affidavit stating the duration the property has been vacant and that the property is currently vacant.

Proof of Ownership

Folio showing you are owner or letter from Solicitor / Estate Agents letter confirming on-going sale negotiations / transfer

Local Property Tax

Please provide the LPT Property History Summary / Statement of Account for the property, which is the subject of this grant application

Rental Declaration

Please submit signed declaration of intention to make the property available for rent (all owners to sign) and that a tenancy will be registered with the Residential Tenancies Board on completion of work. It is the applicant's responsibility to submit proof of registration of tenancy on an annual basis (for 10 years following receipt of funds) to the Local Authority.

Affidavit

Please submit signed affidavit (all owners to sign) confirming that the Grant has not been applied for before for rental purposes (affidavit to be witnessed and signed by Solicitor)

Quotation

Detailed quotation from your contractor/s for the proposed works to the existing vacant property. If you are completing the works by means of self-build, please provide a breakdown of the works that you are applying under each category and provide an estimate of the associated costs (please note any estimates must be signed off or completed by a relevant professional). If completing works on own account, only materials may be included, it is not possible to claim for own labour. If approved for the grant, the applicant will be required to submit original invoices for materials from suppliers for the work applied for, which includes the delivery address and eircode of the property which is the subject of this grant and they will be required before any grant funding is drawn down.

Planning/Compliance Requirement

Copy of granted Planning Permission/ Declaration of Exempted Development (if applicable)

Please note it is the applicant's responsibility to ensure compliance with all relevant Planning Regulations, Building Regulations, Building Control Regulations, Health and Safety Regulations and Housing Standards for Rental Properties where applicable.

In relation to Planning Permission requirements, the applicant/s must be aware of their obligations with regard to the planning status of any proposed works. If clarification in relation to the planning status of any proposed works is required, please contact the planning department at planning@roscommoncoco.ie.

Waste - Water Treatment

Provide evidence of how the property is serviced with regards to waste-water. Should the property be serviced by septic tank/treatment system, please provide proof of registration with ProtectOurWater.ie. It is the applicant's responsibility to ensure all works are completed in line with Planning and Building Regulations.

Location of Property

Where there is no eircode available for the property, please submit a site map / folio map of the property, which is the subject of this grant application.

If applying for Derelict Grant (top up of €20,000)

Independent Report from a relevant qualified professional e.g. Quantity Surveyor / Engineer with relevant professional indemnity insurance confirming the property is structurally unsound and dangerous if applying for the top-up derelict property grant. The report must highlight all issues which render the property derelict (structurally unsound or dangerous)

and include proposed remedial actions. Any remedial actions must also be included in the relevant quotations and application.

Upon receipt of the above, your file will be validated and a member of the Technical Team will then be in touch to arrange a suitable day and time to arrange an inspection.

Please note, your grant application must be approved before any work commences.

If you have any further queries, please do not hesitate to contact the Vacant Homes Office at the above address, via email on vacanthomesoffice@roscommoncoco.ie or by telephone on 09066 37100.

Yours sincerely,

Vacant Homes Team.
Vacant Homes Office