Checklist of documentation required to make an application under The Starter Home Purchase Scheme

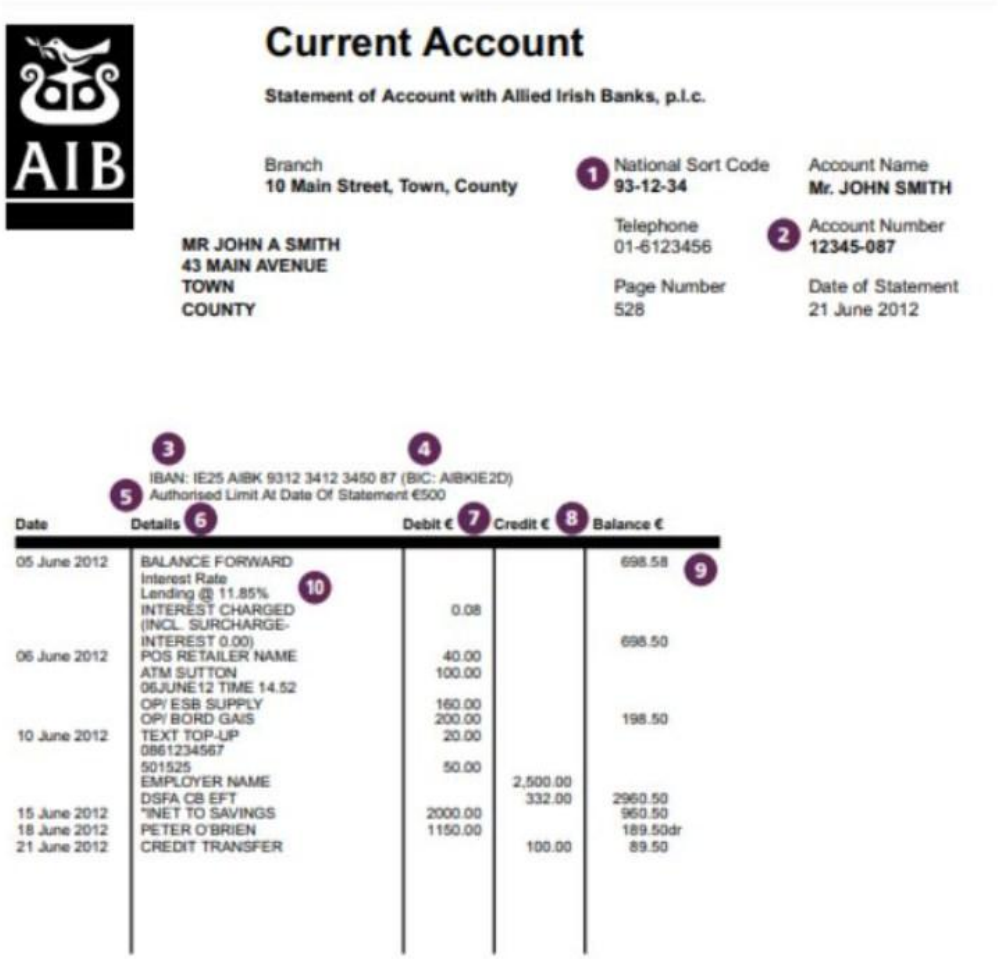
Document	Accepted Types of Documents	✓
Photographic Identification (Must be in date and be clearly visible)	Must provide one of the following documents per applicant: • Passport/Passport Card • Public Service Card (both sides) • EU/EEA driving licence – this must contain a photograph • Current EU National Identity Card	
Proof of Address (Must be dated within the last 3 months)	Must provide one of the following documents per applicant: • Utility Bill (where a first bill is provided for a utility bill, a second form of address verification is required) • Correspondence from a Regulated Financial Institution operating in Republic of Ireland e.g. Bank, Credit Union, Building Society, Insurance Company • Correspondence from a Government Department/Body	
Proof of PPSN	Must provide one of the following documents per applicant: • Oficial documentation from Revenue showing your name and PPSN (Statement of Liability, Employment Details Summary etc.) • Letter from Dept. of Employment Affairs and Social Protection addressed to you showing your name and PPSN; • Payslip; • Current Medical Card; • Current Drug Payment Scheme Card	
Proof of Right to Reside in Ireland for Non-EU/EEA/UK Nationals	Must provide evidence for the below per applicant, where relevant: • For non-EU applicants, a current valid Irish Residence Permit, indicating stamp/permission type (Stamp 1, 4, 5, 1G etc) • Current valid UK, EEA or Swiss Passport	

PAYE Employees	Must provide ALL of the following documents per applicant (where relevant): • Salary Certificate dated within 6 months from your employer (sample form available under the Required Documentation section) • Employment Details Summary.	
Self Employed	Must provide ALL of the following per applicant where relevant: • Audited/Certified accounts for the previous 2 years; • Projected Income for the coming 12 months; • Tax payment receipt	
Not Employed but in receipt of other income	Must provide ALL of the following per applicant where relevant • Documentary evidence of all social insurance and social assistance payments, allowances, and pensions being received by members of the household for previous 12 months	
Additional Sources of Income	Must provide evidence of income received over the previous 12 months for any of the below sources of income: • Maintenance Payments received; • Income from rental properties, dividends, capital investments, and other similar sources of income; • Occupational and social welfare pensions, from whatever source, including from sources abroad • All income from social insurance and social assistance payments, allowances and benefits, including Working Family Payment.	
Financial Statements Evidence required to show proof of ability to fund the purchase	• Most recent statements for all accounts dated within the last 3 months (per applicant).	
Mortgage Approval In Principle	➢ Letter from Mortgage Provider/Broker/Local Authority Home Loan confirming maximum mortgage capacity approved for in principle.	

Fresh Start Principle (where applicable)	Documentation required below dependent on individual's circumstance: • Court decree/ solicitors letter confirming the applicant is divorced/separated or otherwise, and have left the property, AND divested themselves of their interest in the property. Details of maintenance arrangement where applicable; • Where the applicant has been divested of the property through insolvency or bankruptcy proceedings, proof of the applicant's status on the bankruptcy register is required; • Proof that any property you previously owned/built has been sold, or given as part of a personal insolvency, bankruptcy agreement or other legal insolvency process. A separate assessment of creditworthiness will be conducted.	
Applicant who's dwelling is not suited to the current needs of their household, due to its size (where applicable)	Up to date valuation of your current property	
Evidence of First Time Buyer - Help to Buy (where applicable)	Proof of eligibility and estimated amount from Revenue OR An afidavit stamped by a solicitor confirming main applicant (and joint applicant if a joint application) do not own, and have never owned a property	
Proof of 30% Eligibility Rule	Please submit any of the below for **EACH** of the 2 years to verify a continuous period of residency (e.g. Documentation dated 2024, and 2025). For joint applicants, only one applicant is required to submit evidence of this. • Utility bills NOT including mobile phone bills; • Bank statements/credit union statements; • Documents issued by Government Departments showing your address; • Revenue documentation; • Tenancy Agreement	

ACCEPTED BANK STATEMENT FORMAT:

Bank statements must clearly show the applicant's information on each page. Screenshots from mobile apps which are not in this format will not be accepted. Please see below for example of acceptable format:



AIB

Current Account

Statement of Account with Allied Irish Banks, p.l.c.

Branch
10 Main Street, Town, County

1 National Sort Code
93-12-34

Account Name
Mr. JOHN SMITH

MR JOHN A SMITH
43 MAIN AVENUE
TOWN
COUNTY

Telephone
01-6123456

2 Account Number
12345-087

Page Number
528

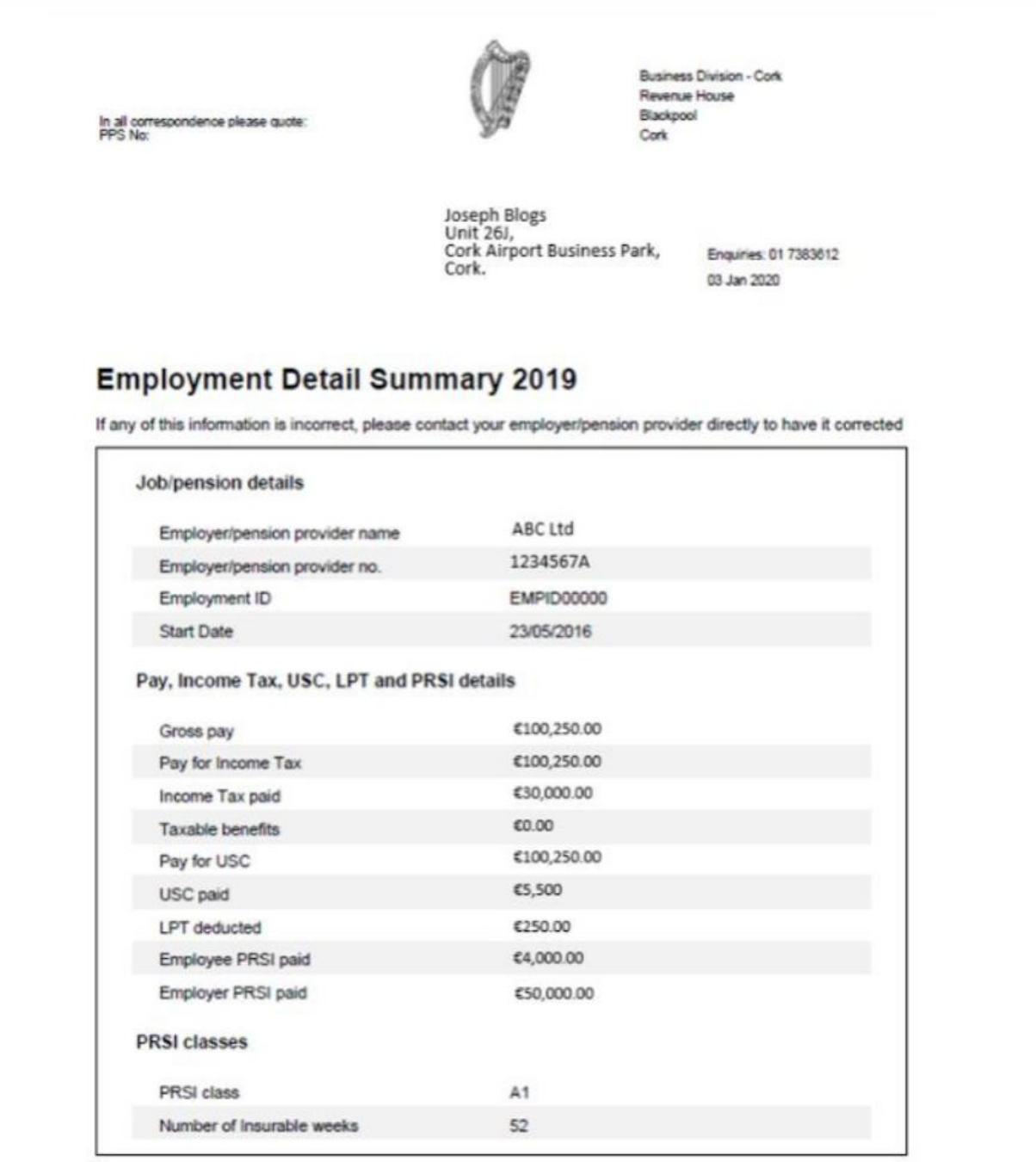
Date of Statement
21 June 2012

3 4
IBAN: IE25 AIBK 9312 3412 3450 87 (BIC: AIBKIE2D)
5 Authorised Limit At Date Of Statement €500

Date	Details 6	Debit € 7	Credit € 8	Balance €
05 June 2012	BALANCE FORWARD			698.58 9
	Interest Rate Lending @ 11.85% 10			
	INTEREST CHARGED (INCL. SURCHARGE-INTEREST 0.00)	0.08		
				698.50
06 June 2012	POS RETAILER NAME	40.00		
	ATM SUTTON 06JUNE12 TIME 14.52	100.00		
	OP/ ESB SUPPLY	160.00		
	OP/ BORD GAIS	200.00		198.50
10 June 2012	TEXT TOP-UP 0861234567	20.00		
	501525	50.00		
	EMPLOYER NAME		2,500.00	
	DSFA CB EFT		332.00	2960.50
15 June 2012	*INET TO SAVINGS	2000.00		960.50
18 June 2012	PETER O'BRIEN	1150.00		189.50dr
21 June 2012	CREDIT TRANSFER		100.00	89.50

ACCEPTED REVENUE DOCUMENTS FORMAT:

Revenue documents must clearly show the applicant's name and PPSN on the same page. Screenshots from mobile browsers which are not in this format will not be accepted. Please see below for example of acceptable format:



In all correspondence please quote:
PPS No:

Business Division - Cork
Revenue House
Blackpool
Cork

Joseph Blogs
Unit 26J,
Cork Airport Business Park,
Cork.

Enquiries: 01 7383612
03 Jan 2020

Employment Detail Summary 2019

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected

Job/pension details

Employer/pension provider name	ABC Ltd
Employer/pension provider no.	1234567A
Employment ID	EMPID00000
Start Date	23/05/2016

Pay, Income Tax, USC, LPT and PRSI details

Gross pay	€100,250.00
Pay for Income Tax	€100,250.00
Income Tax paid	€30,000.00
Taxable benefits	€0.00
Pay for USC	€100,250.00
USC paid	€5,500
LPT deducted	€250.00
Employee PRSI paid	€4,000.00
Employer PRSI paid	€50,000.00

PRSI classes

PRSI class	A1
Number of insurable weeks	52

Instructions on how to view your Employment Details Summary can be found here