

Vacant Property Refurbishment Grant

Roscommon County Council require the following documentation to accompany your grant application.

- If property is jointly owned, all owners must have their details included on the application form and sign the form, all affidavits etc must also be signed by all owners.
- 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, ESB bills showing low usage over 2 year period to date can also be submitted.
 2. Letter from estate agent on company headed notepaper stating that the property has been unoccupied for X years (if property has recently been purchased)
 3. Sworn solicitor's affidavit stating the duration the property has been vacant and that the property is currently vacant.
- Folio showing you are owner or letter from Solicitor / Estate Agents confirming sale negotiations
- Please provide the LPT Property History Summary / Statement of Account for the property which is the subject of the grant application
- Please submit signed declaration of intention to make the property available for rent and that a tenancy will be registered with the Residential Tenancies Board prior to grant drawdown (required if property is to be rented following refurbishment).
- Detailed quotation from your contractor/ Contractors of the proposed works to the existing vacant property.

Quotation must be broken down as per works cost category (see page 13 of application form)

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. 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.
- Independent Report from a qualified professional e.g. Engineer confirming the property is structurally unsound and dangerous if applying for the top-up derelict property grant.
- Provide details of your Planning Permission if no permission is applied for / required please complete and submit the Declaration of Exempted Development from Roscommon County Council Planning Department. (Attached)
- Provide confirmation that the septic tank (if applicable) is registered with ProtectOurWater.ie.

Where there is no eircode available for the property, please submit a site map / folio map so we can add the property to our grants system

Vacant Homes Office | Roscommon County Council , Áras an Chontae, Roscommon, Co. Roscommon.
F42 VR98

☎ (090) 6637100 ✉ vacanthomesoffice@roscommoncoco.ie www.roscommoncoco.ie