

DONEGAL COUNTY COUNCIL

RECONSTRUCTION / REPAIR / IMPROVEMENT LOANS

Loans are currently available for the reconstruction, repair and improvement of houses to applicants who satisfy the income limits as laid down by the Department of the Environment (see below for details) and in addition the Council must be satisfied that.

- (a) After the proposed works are carried out, the house will be fit for habitation in all respects.
- (b) the house is suitable for reconstruction, repair and improvement as the case may be.
- (c) the proposed works are essential for the purpose of providing suitable housing accommodation.

Please note that at least one applicant must be under 55 years of age. (If you do not qualify for this reason, the Council will only consider your application if someone under 55 years of age is willing to make a joint application with you).

INCOME LIMIT

In the case of two income households a formula of 2½ times the principal earner, plus the other income applies. The product of this formula must not exceed €100,000.00 to qualify. A limit of €40,000.00 applies where there is only one earner.

AMOUNT

- (a) A loan cannot exceed €38,000 (Offshore Islands €50,000) or 75% of the amount which in the opinion of the Council, the house, if sold in the open market on completion of the proposed works, might reasonably be expected to realise, whichever is the lesser.
- (b) A loan cannot exceed 90% of the estimated cost of the reconstruction, repair or improvement works that is, estimated gross cost and after deducting grants payable in respect of the improvement works.

INTEREST RATE

A variable interest rate applies to all Reconstruction Loans.

REPAYMENT PERIOD

Maximum repayment period will not exceed 15 years.

TITLE

The title to the ownership of the house must be one which an ordinary mortgagee would be willing to accept, e.g. Fee simple, Fee farm, leasehold not less than 60 years unexpired.

PAYMENT

Before any payment can be made the following conditions must be complied with:

- (a) the loan is secured by the completion of security documents by the Council's Solicitor at the borrower's expense.
- (b) the house is insured at the borrower's expense jointly in the names of the Donegal County Council and the borrower, for a sum not less than the full market value of the house, as determined by the Council.

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Application Form must be accompanied by:

- Application fee of €30.00.
- Income Tax Balancing Statement from Inspector of Taxes for last tax year.
- Completed Tax Clearance Declaration
- Income details:

If employed: P.60 for the previous tax year and current payslip together with completed Employers Certificate.

If unemployed: a letter from Department of Social Welfare stating amount of monies received for the previous tax year and amount received weekly.

If self-employed: audited accounts together with an auditor's report and evidence that the accounts have been agreed by the Inspector of Taxes.

- Maps of the proposed reconstruction work.
- Site location map.
- Copy of Planning Permission (form P.3) *if required*.
- Contractor's detailed quotation, Tax District dealing with their tax affairs, Tax Clearance Access Number & PPS / Tax Reference Number. The provision of these numbers enables the Local Authority to verify in real time, using the online verification facility on the Revenue Commissioners Website, that a tax clearance certificate has been issued.
- Certified evidence of your savings.

When completed, your application should be forwarded to your local Public Information Service Centre at the following address:

**Glenties Electoral Area, Gweedore Road, Dungloe
Inishowen Electoral Area, Malin Road, Carndonagh
Letterkenny Electoral Area, Neil T Blaney Road, Letterkenny
Donegal Electoral Area, County House, Lifford
Stranorlar Electoral Area, County House, Lifford**

Telephone Number for all offices: 074 91 53900

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FORM OF APPLICATION FOR A LOAN UNDER THE PROVISIONS OF THE HOUSING ACT, 1979 AND HOUSING REGULATIONS, 1980. IN RESPECT OF RECONSTRUCTION, REPAIR AND IMPROVEMENT OF DWELLINGHOUSES.

Completed form together with relevant documents and application fee of €30.00 to be returned to your Local Public Service Centre

	<u>APPLICANT</u>	<u>SPOUSE</u>
1. NAME (Block Capitals)	_____	_____
2. Address	_____ _____	_____ _____
3. Date of Birth	_____	_____
4. Occupation	_____	_____
5. Name and Address of Employer	_____	_____
6. Applicant (s) income from profession or occupation for:		
(a) Income tax year ended 31 st December last	_____	_____
(b) Any other source	_____	_____
7. Name and Address of Bankers	_____	
8. Give particulars of property owned:		
(a) House _____ Rateable Valuation € _____		
(b) Business: Description _____ Rateable Valuation € _____		
(c) Land: Area _____ Rateable Valuation € _____		
9. Locality and description of house for which loan is required:	_____	

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10. State whether house which is the subject of this application is already the subject of a loan under the Housing Act, 1966.

11. Have you full title to your house_____

12. Give short description of work proposed_____

13. Estimated cost of work_____

14. Reference No. of approval under Planning Acts, 1963 & 1976:-_____

15. Amount of Loan Required € _____

16. Period of repayment selected € _____

17. Have you applied for a grant € _____

18. Amount of grant allocated € _____

19. Give particulars of all dependants:

Name	Age	Relationship to Applicant	Income (If any)

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Important Notices

consent under the consumer credit act 1995

Under the Consumer Credit Act 1995 a customer's consent is required if the customer wishes the **local authority** to be able to telephone him/her at his/her place of employment/business in connection with a Credit Agreement. From time to time the **local authority** may need to contact you during working hours in connection with the Account. Should you wish to give your consent you should sign this part.

I/we hereby consent to the **local authority** contacting me/us by telephone at my/our place of employment/business.

signature of first applicant:

date

signature of second applicant

date

credit reference searching & reporting

The **local authority** may from time to time make searches against you on the records held by credit reference agencies. When such a search is made the Credit reference agencies will keep a record for a period (usually for a year) that the search has been made. **the local authority** may also provide information to credit reference agencies concerning this application and the manner in which the Account is conducted. For this **the local authority** requires your consent. Please note that if you do not consent **the local authority** may not be able to consider your application.

You have the right at any time to request from any credit reference agency a copy of any "personal data" within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that such a credit reference agency holds about you (for which they may charge a small fee) and to have inaccuracies in that information corrected.

I/We authorise **the local authority** to carry our credit reference searches against me/us. I/We acknowledge that such credit reference agencies will record that such a search has been made and disclose that fact to their members for a period of at least one year. I/We also authorise **the local authority** to provide information concerning this application and the conduct of the Account to credit reference agencies.

signature of first applicant:

date

signature of second applicant

date

data protection notice

ACCESS TO PERSONAL DATA. You have the right at any time to request a copy of any 'personal data' within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that the **local authority** holds about you and to have inaccuracies in that information corrected.

consumer credit act 1995

Please note carefully the following information relating to Housing Loans within the meaning of the Consumer Credit Act 1995.

"WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT."

VARIABLE RATE LOANS - "THE PAYMENT RATES ON THIS HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME."

ARREARS

Interest will be applied to the outstanding balance of the loan. This balance includes any element of unpaid interest and charges which will accrue interest on the rate applicable to the account.

VALUATION

Where the property is sourced by the applicant on the open market, each application must be supported by a valuation report carried out by an approved independent or local authority valuer. Valuation/survey fees are payable by the applicant(s) to the firm of valuers who undertake the valuation.

your right to cancel the contract

You do not have a right to cancel the contract once you have drawn down a housing loan but you may repay a housing loan early as outlined in the next paragraph.

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rights to terminate the contract

You may at any time repay all or part of the loan early

If you fail to make any payment due to us in respect of the loan or, if any of the other events of default which will be specified in the contract between us for the loan were to occur we may call for the immediate repayment of the loan together with all accrued but unpaid interest thereon and all other costs and expenses payable under the contract. We may also enforce our mortgage over your property and sell it and realize any security given to us and apply the proceeds of sale in repayment of the loan and all interest and costs and expenses.

governing law and language

All our dealings with you, and all contracts between us, will be governed by the laws of Ireland.

All contracts between us, all information, which we supply to you, and all other communications with you will be in English.

complaint procedures

We aim to provide an efficient service to our customers and it is our policy to ensure that all your concerns are dealt with fairly and promptly.

If you have any complaint please telephone or write to:

Local Authority House Purchase Loan Section

WARNINGS

**YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.
THE PAYMENT RATES ON A HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME.
THE COST OF MONTHLY REPAYMENTS MAY RISE.**

Declaration

insurance

Mortgage Protection

It is a condition on all loans that Mortgage Protection Cover is effected before the loan cheque issues. There is a standard mortgage protection insurance scheme which is compulsory with local authority house purchase loans. The cost of mortgage protection insurance which covers both death and permanent disability will be added to your monthly mortgage repayments.

Property Insurance

It is a condition on all loans that property insurance is effected before the loan cheque issues.

signature & declaration

I/We declare that the information given by Me /Us in this form and in the tax clearance declaration and employers certificates attached is correct to the best of My/Our knowledge and belief and that these documents were completed before this declaration was signed. I/We declare that I/We am/are of full age and I/We hereby make application for an advance with **the local authority** upon mortgage of the property described above. I/We declare that the foregoing statements and particulars and any other information we have given to **the local authority** to be strictly true, to the best of my/our knowledge and belief. I/We acknowledge that, in order to process this loan application, **the local authority** its servants and agents will hold and process information in connection with this application (together with such other information supplied to or obtained by **the local authority** separately) and will hold and process same for administrative, customer care and service purposes and the statistical purposes of the Department of the Environment Heritage and Local Government where required by that department. I/We have read the section above headed valuation, I/We understand that I/We should not rely on the valuation report in any way in deciding whether or not to purchase the property. I/We understand that if, contrary to the **the local authority** recommendation, I/We do not request or obtain an independent structural survey for my/our own purposes, I/We run the risk that the property may suffer from serious defects which are not mentioned in the Valuation Report and that the report may be defective, or may be inadequate for my/our purposes. I/We further understand that should **the local authority** grant a loan this does not signify an assurance or guarantee that the property is soundly constructed and free from defects. I/We note that if I/We are approved by **the local authority** for a loan that at any time before the completion of the mortgage transaction **the local authority** has the right to withdraw or vary the approval.

Signatures

first applicant:

date:

second applicant:

date:

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Tax Clearance Declaration

Where amount of loan is less than €10,000.00 please complete the following:

PPSN / Tax Reference No: _____

Tax District dealing with your tax affairs: _____

I hereby confirm that to the best of my knowledge my tax affairs are in order.

Signed: _____ Date: _____

Signed: _____ Date: _____

In the case of a loan application totaling €10,000 or more, the applicant must also submit a tax clearance access number. The provision of this number, together with the PPS number/tax reference number enables the Local Authority to verify in real time, using the online verification facility on the Revenue Commissioners Website, that a tax clearance certificate has been issued.

Tax Clearance Access No: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

EMPLOYERS CERTIFICATE

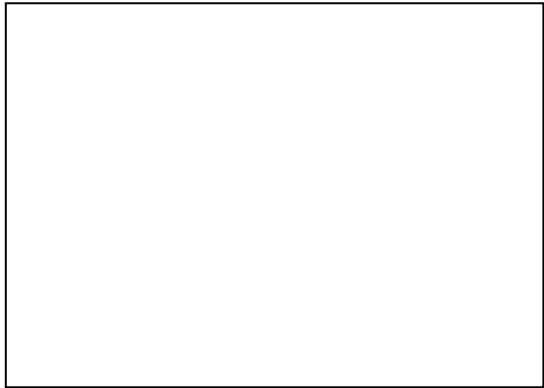
Employment Details

- 1. Name of Employee: _____
- 2. Position held: _____
- 3. Full-time \ Part-time: _____
- 4. Temporary \ Permanent: _____
- 4. If position is temporary
please state when
employment is expected
to terminate: _____
- 6. Normal **NETT Wage or Salary** € _____ per week
- 7. Overtime, Bonus, Commission € _____ per week
- 8. Any other Payments € _____ per week

Signed: _____ **Dated:** _____

Position in Company: _____

STAMP OF COMPANY REQUIRED HERE



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EMPLOYERS CERTIFICATE

Employment Details

1. Name of Employee: _____
2. Position held: _____
3. Full-time \ Part-time: _____
4. Temporary \ Permanent: _____
5. If position is temporary
please state when
employment is expected
to terminate: _____
6. Normal **NETT Wage or Salary** € _____ per week
7. Overtime, Bonus, Commission € _____ per week
8. Any other Payments € _____ per week

Signed: _____ **Dated:** _____

Position in Company: _____

STAMP OF COMPANY REQUIRED HERE

