

APPLICATION FOR ADDITION OF NEW OCCUPANT OR JOINT TENANT TO HOUSEHOLD



COMHAIRLE CONTAE
CHEATHARLACH

CARLOW COUNTY COUNCIL

GUIDANCE NOTES REGARDING APPLICATION FOR ADDITION OF NEW OCCUPANT OR JOINT TENANT IN HOUSEHOLD

Where an additional adult wishes to be included in a household and rent account the following will apply:

1. The Tenant must submit this completed form to the Housing Department prior to the new applicant taking up residence at the property.
2. The Tenant should note that they are responsible for the actions of all members of the household, and breaches of tenancy by any tenant or occupant may result in a termination of tenancy.
3. The property must be suitable to meet the housing needs of the household.
4. The Council will examine each application and the decision of the Council will be confirmed in writing to the current tenant(s).
5. The Rent Account of the tenant must be assessed up to date and be clear of any arrears.
6. Inclusion on the rent account does not in any way give the applicant the right to succeed to the tenancy of the dwelling.

Note: The acceptance of this form by the Council for consideration does not in any way imply that consent has been granted to the applicant to reside in this dwelling. Approval or refusal to reside will be given in writing to the Tenant.

CURRENT TENANT

I/We, being the tenant(s) of the property referred to above, hereby agree to the inclusion of _____ on my/our household and rent account subject to the approval of Carlow County Council and in accordance with the current Differential Rent Scheme.

Please note that any person included on your rent assessment will not be removed from the assessment unless and until satisfactory documentary evidence is provided.

Signature of Tenant: _____

Signature of Joint Tenant: _____

(if applicable)

Contact Phone Number: _____

Date: _____

APPLICANT

I grant permission to Carlow County Council to carry out any checks necessary in the processing of this application.

I understand that inclusion on the rent account does not in any way give me the right to succeed to the tenancy of the dwelling.

Signature of Applicant: _____

All previous addresses:

Address for correspondence: _____

Date: _____ Contact Phone Number: _____

Date of Birth: _____

Carlow County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR.

Please return this completed form to the

Housing Department,
Tullow Civic Offices,
Inner Relief Road,
Tullow,
Co.Carlow