



Fón/Tel: 021-4924654, 4924167
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Oifig Tithíochta an Cheantair
Halla na Cathrach,
Corcaigh.

Area Housing Office

5.

IMPORTANT – PLEASE READ THE FOLLOWING BEFORE FILLING IN YOUR FORM:

Dear Sir/Madam,

1. For the purpose of assessing your rent correctly, Cork City Council requires you under Section 61 of the Housing Act, 1966 to provide details of all persons residing in your household and their income as set out on the back of this form and return the completed forms to:

**RENT REVIEW SECTION,
HOUSING & COMMUNITY DIRECTORATE,
CORK CITY COUNCIL, CITY HALL, CORK.**

2. Should information regarding income of a member of the household, which has not been declared, subsequently come to light a backdated calculation of the rent will be carried out and if necessary, arrears will be added to your rent account.
3. The onus to inform Cork City Council of any change in family or financial circumstances rests at all times with the tenant(s).
4. Under the powers of the Housing Act 1966, Cork City Council will increase your weekly rent unless full and accurate information is submitted. **Non-return of income details/rent review form will result in an initial penalty of €25.00 per week being added to your current rent.**

NOTE: Giving false information could lead to your tenancy being terminated.

Yours sincerely,

Martina Broderick,
Administrative Officer.

CHECKLIST OF ITEMS (WHERE APPLICABLE) TO BE RETURNED WITH THIS FORM:

- Employment:** 3 recent consecutive payslips for employment, FAS, CE Scheme, JobBridge, TUS etc.
- Department of Social Protection Payment:** Social Welfare Slip e.g. Jobseekers, One Parent Family, Disability, Invalidity, State Pension, Carers, etc.
- Self-Employed:** Most recent set of accounts.
- Other Pensions:** Details of work/private/overseas pensions.
- F.I.S.:** Proof of F.I.S. payments.
- Maintenance:** Copy of court order, bank statement or letter from Maintenance Debtor.
- Dependent child aged between 16 & 21:** Letter from the child's school/college confirming his/her attendance for the academic year 2014/2015. Otherwise an income will be assumed.

DEADLINE FOR RETURN FRIDAY, 26th JUNE, 2015.