



# Affordable Purchase Document Checklist

You should be ready to upload the following in word, pdf or jpg/png format:

## PROOF OF HOUSEHOLD MEMBERS:

- Birth certificates and proof of PPS numbers for all applicants (Statement of Liability from Revenue, Employment Detail Summary EDS from Revenue, Tax Assessment, Notice of Credits from Revenue, Letter from Revenue Commissioners addressed to you showing PPSN, employee details from Revenue, Receipt for social welfare payment, Letter from Department of Employment Affairs and Social Protection addressed to you showing your PPSN, Payslip, P45)
- PPS numbers and date of births for all household members

## PROOF OF ID FOR EACH APPLICANT – any one of the following documents:

- Current Valid Signed Passport
- Current Valid Passport Card
- Current Valid Public Service Card
- Current Valid EU/EEA Driving Licence – must contain photograph (Irish Provisional Licence accepted)
- Current EU National Identity Card

## PROOF OF PRESENT ADDRESS DATED WITHIN THE LAST 6 MONTHS FOR EACH APPLICANT: any one of the following documents:

- Current utility bill (gas, electricity, landline telephone (not mobile))
- Bank statement/Credit Union statement
- Document issued by government department that shows your address
- Statement of Liability P21 from Revenue

## PROOF OF INCOME FOR EACH APPLICANT – acceptable forms of proof of income are:

- Proof of income: PAYE employees: If EMPLOYED, please provide an Employment Detail Summary (previously known as P60) which is available via [www.revenue.ie/MyAccount](http://www.revenue.ie/MyAccount). Please also arrange to have this salary certificate completed by your employer. Payslips are NOT acceptable evidence.
- Proof of income: Self-Employed: Documents for previous 2 years: Audited/Certified Accounts, Tax Balancing Statement and Tax Payment Receipt.
- Social Welfare Income: Please upload Statement of total benefits received from Social Welfare which can be requested via email from your local Social Welfare/Intreo office.

## EVIDENCE OF ABILITY TO FINANCE THE PURCHASE:

- Proof of savings and deposit in the form of a current bank statement for all accounts held by all applicants on headed paper dated within the last 6 months. (If applicable, please include proof of Help-to-Buy).
- A mortgage letter of approval in principle from a Bank / Building Society / Local Authority stating the maximum mortgage available to applicants

## BUYER STATUS

### For First Time Buyers - Proof of first-time buyer status:

- Confirmation of eligibility for Help to Buy Scheme: Print out from Revenue portal (myAccount for PAYE applicants / ROS for Self-assessed applicants) confirming names of applicant(s) and maximum entitlement under the scheme.)

***\*Note that applicants are considered first-time buyers only if BOTH are buying their home for the first time.***

### Fresh Start Applicants:

#### ***Fresh Start Principle:***

- 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 or 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.

## PROOF OF CITIZENSHIP - acceptable forms of proof of citizenship are:

- Passport
- Birth Certificate

## PROOF OF THE RIGHT TO RESIDE IN IRELAND (IF APPLICABLE) – Acceptable forms of proof for right to reside are:

- For non-EU/EEA applicants*** – A copy of your Irish Resident Permit (IRP or GNI Stamp 4) card, indicating which stamp/permissions you have.