



APPLICATION TO ADD OR REMOVE A HOUSEHOLD OCCUPANT

A Tenant must notify Leitrim County Council of a permanent change in household composition at a Local Authority tenancy. The information provided will assist Housing staff in assessing the request in accordance with the Leitrim County Council Allocations Scheme, the Tenancy Agreement and relevant housing legislation.

- Adding an occupant does not grant them tenancy rights
- Occupants must not be added without Council approval
- The Council may request additional documentation
- Providing false or misleading information may affect your tenancy

This procedure does **not** apply to RAS, HAP and Leasing tenancies to require permission to add/remove occupants, which are governed by their own tenancy agreements and programme arrangements. Any change in household composition in such cases must be notified to the Housing Authority for rent assessment and record purposes, and the necessary updates will be processed in accordance with the applicable scheme requirements.

SECTION 1 - Existing Tenant Details

Name: _____

Address: _____

Customer Number: _____

Phone: _____ Email: _____

SECTION 2 - Details of person to be added or removed

Full Name: _____

Date of Birth: ____/____/____ PPS Number: _____

Relationship to Existing Tenant: _____

Current Address: _____

Previous address(es): _____

Contact number: _____

SECTION 3 – Type of Application

☐

ADD OCCUPANT

Why is the person moving into the property? _____

Date person intends to move into the property: ____/____/____

Will the person reside permanently at the property? ☐ Yes ☐ No

Has the person previously resided at the property? ☐ Yes ☐ No

Where will this person sleep within the property?

☐ Existing bedroom shared with another household member

☐ Existing bedroom occupied solely by this person

☐ Other (please specify) _____

Please provide the following supporting documentation for proposed occupant:

☐ Birth Certificate

☐ Proof of current address

☐ Photographic identification

☐ Proof of relationship (if applicable)

☐ Other _____

I declare that the information provided in this application relating to me is true and correct. I confirm that I intend to reside at the above address on a permanent basis. I understand that approval to be recorded as a household occupant does not confer any tenancy rights, ownership rights or succession rights. I consent to Leitrim County Council processing my personal information for tenancy management, rent assessment and housing administration purposes.

Signature of Proposed Occupant: _____

Print name: _____

Date: _____

☐ **REMOVE OCCUPANT**

Why is the person leaving the household? _____

Date occupant left/is leaving: _____/_____/_____

Forwarding address: _____

Please provide the following supporting documentation:

☐ Confirmation of new address

☐ Supporting evidence of departure

☐ Other _____

SECTION 4- Household Information

Please list everyone currently living in the property (including yourself)

1. _____ D.O.B _____/_____/_____

2. _____ D.O.B _____/_____/_____

3. _____ D.O.B _____/_____/_____

4. _____ D.O.B _____/_____/_____

5. _____ D.O.B _____/_____/_____

6. _____ D.O.B _____/_____/_____

Total number of occupants residing in the property _____

SECTION 5 - Declaration

I/We declare that the information supplied in this application is true and complete. provided is true and complete. I/We request that the person named in Section 2 be considered for addition/removal as an occupant on the above tenancy. I/We understand that:

- The Council may verify the information provided
- Adding an occupant does not create tenancy rights
- Failure to disclose changes in household composition may affect tenancy management and rent assessment.

I/We understand that, in carrying out its functions under the Housing Acts 1966–2014 and related housing legislation, Leitrim County Council may seek to verify information provided in this application and may request and obtain information from other public bodies and organisations where permitted by law.

These may include another local authority, An Garda Síochána, the Department of Social Protection, the Revenue Commissioners, the Health Service Executive (HSE), an Approved Housing Body, or any other relevant agency for the purpose of assessing this application, maintaining accurate tenancy records, rent assessment, tenancy management and compliance with housing legislation. I consent to Leitrim County Council processing my personal information for tenancy management, rent assessment and housing administration purposes.

Tenant Signature: _____

Print name: _____ **Date:** ____/____/____

Tenant Signature: _____

Print name: _____ **Date:** ____/____/____

The information provided on this form will be processed by Leitrim County Council for the purposes of tenancy management, rent assessment and maintaining accurate housing records in accordance with Data Protection Legislation.

Please return the completed form to: Housing Department
Áras an Chontae
Carrick on Shannon
Co Leitrim
N41 PF67

You can contact us by phone at **071 965 0426** or by email at housing@leitrimcoco.ie