



**Comhairle Chontae Liatroma
Leitrim County Council**

RENT REVIEW FORM

Housing Department, Leitrim County Council
Aras an Chontae, Carrick-on-Shannon, Co. Leitrim
Tel: 071-9620005 Email: rentreview@leitrimcoco.ie

Name: _____

Address: _____

Phone No: _____

Email: _____

Housing Ref No: _____

Rent Payment Method: _____

Please list all household members including the main/join tenant(s):

| | First Names | Surname | Date of Birth | P.P.S. No. | Relationship to Main Tenant | Net Weekly Income | Source of Income / In full time education (please specify) |
|----|-------------|---------|---------------|------------|-----------------------------|-------------------|--|
| 1. | | | | | | € | |
| 2. | | | | | | € | |
| 3. | | | | | | € | |
| 4. | | | | | | € | |
| 5. | | | | | | € | |
| 6. | | | | | | € | |
| 7. | | | | | | € | |

I /We authorise the Housing Authority to make whatever enquiries it considers necessary to verify the information given on this form. I / We certify the details given above are true and correct in all respects

Signed: _____ Signed: _____ Date: _____

All data supplied by you when completing this form (including personal data) will be used for the purposes of assessing your Rent Review, updating the IHouse system with data provided and the data will be used for purposes other than and beyond the rent review process. In carrying out its functions under the Housing Act 1966-2014, Leitrim County Council may request and obtain information from other organisations which include the Department of Social Protection and The Revenue Commissioners. Leitrim County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Leitrim County Council's Privacy Statement visit www.leitrim.ie and our Data Protection Policy at <https://www.leitrim.ie/council/corporate-governance/data-protection/data-protection-policies/data-protection-policy.html>

Checklist for Supporting Documentation to be provided:

Change in Occupancy in Tenancy

| | |
|--------------------------|---|
| New Child | Birth Certificate and PPSN |
| New Occupant | Complete an Application Form for Permission to Reside in a Local Authority Dwelling which is available from the Housing Office or on our website www.leitrim.ie and provide evidence of income |
| Remove Occupant | Evidence of member's new address e.g. Declaration of Payments Statement, tenancy agreement, utility bill. In respect of separated tenants copy of separation/divorce agreement. If no agreement a letter from the tenant's solicitor confirming same. |
| Deceased Occupant | Death Certificate for the deceased member |
| Child over 18 | Letter from your child's school/college confirming his/her attendance for the academic year |

Evidence of Income

| | |
|---------------------------|---|
| Social Welfare | Social Welfare Payment Slip or Declaration of Payments Statement or Letter from Department of Social Protection |
| Employment Income | 3 consecutive pay-slips (2026) or Employment Detail Summary |
| Self-Employed | Accounts for last 2 years with an auditor report or Auditor Report with up-to-date tax balancing statement |
| Farm Income | Farm accounts for previous 12 months |
| Loss of Employment | P45 or Letter from Department of Social Protection re welfare entitlement |

Please note the following:

- * Documentary evidence of all income must be submitted for all household members along with the completed form.
- * The provision of false or misleading information is an offence liable to prosecution.
- * All Housing Services will only be carried out where the tenants' rent account is up to date.
- * Failure to pay your rent is a breach of your Tenancy Agreement which may result in the repossession of your home.
- * You are required to notify the Housing Section of any changes in household income or occupants in the property without delay.
- * Additional information may be sought as required.

Please check that you have signed the form and that you have included all the necessary documentary evidence. Incomplete forms will be returned