

Circle VHA Confidential Income Statement 2016



In order to assess your rent at the correct level, as legally required, please provide us with details of your household's total income. Do not include monies that relate specifically to child support or universal child benefit.

Please note
It is the responsibility of the tenant/authorised occupant to give accurate information concerning their income to the Association.
Tenants/authorised occupants MUST notify the Association immediately of any changes to their income.

SECTION 1 Household and Contact Details

Main Tenant Name	
Your Address	
Your Contact Telephone Numbers	
Your Contact Email address	

Name	Relationship to Main Tenant (Self; spouse; partner; son daughter)	Date of Birth	PPS Number	Current occupation (Employed, self-employed, unemployed, retired, school)
------	---	---------------	------------	---

Please list ALL members of the household, including all children and dependants in this section.

Main Tenant				

Name	Relationship to Main tenant (Self; spouse; partner; son daughter etc.)	Date of Birth	PPS Number	Current occupation (Employed, unemployed, retired, school)

Changes to Household Members

Where a new member of the household is appearing on this form for the first time, please provide income details.

Name	Date of Birth	Date moved in

Member of household no longer lives at the property

Name of Member	Date of Change

New baby

Date of Birth	Birth Cert	Tick
	Is Birth Cert Provided?	

**Section 2
Next of Kin Details**

Information provided on this form is strictly confidential, contact details as provided below will only be used in the event of an emergency.

Next of Kin 1

Name	
Address	
Telephone/Mobile	
Relationship to you	

Next of Kin 2

Name	
Address	
Telephone/Mobile	
Relationship to you	

SECTION 3 Income Details

Tenant 1/Principal Earner

Name		
PPS Number		
Income Source (e.g.) Social Welfare, One Parent Allowance, Paid Employment (please state employer's name and address), or NO INCOME		
Source (Employed/Unemployed)	Average Weekly Income	Date When Income Change Applied
Total Weekly Income		

Tenant 2 / Authorised Occupant 1 /Subsidiary Earner 1

Name		
PPS Number		
Income Source (e.g.) Social Welfare, One Parent Allowance, Paid Employment (please state employer's name and address), or NO INCOME		
Source (Employed/Unemployed)	Average Weekly Income	Date When Income Change Applied
Total Weekly Income		

Tenant 3 / Authorised Occupant 2 / Subsidiary Earner 2

Name		
PPS Number		
Income Source (e.g.) Social Welfare, One Parent Allowance, Paid Employment (please state employer's name and address), or NO INCOME		
Source (Employed/Unemployed)	Average Weekly Income	Date When Income Change Applied
Total Weekly Income		

Tenant 4 / Authorised Occupant 3 / Subsidiary Earner 3

Name		
PPS Number		
Income Source (e.g.) Social Welfare, One Parent Allowance, Paid Employment (please state employer's name and address), or NO INCOME		
Source (Employed/Unemployed)	Average Weekly Income	Date When Income Change Applied
Total Weekly Income		

Section 4 Declaration

Please read the below statement carefully and ensure all household members above the age of 18 sign

I/We confirm that the information provided on the above statement is true and accurate and includes all sources of my/our household income at the time of completion. I/We also confirm that all members of the household have been included within this statement.

I/We are aware that it is a condition of my/our tenancy agreement that the inclusion of false information or the omission of any income details is a breach of my/our tenancy agreement with Circle VHA.

Tenant 1

Signature

Date

Tenant 2 / Authorised Occupant 1 /Subsidiary Earner 1

Signature

Date

Tenant 3 / Authorised Occupant 2 /Subsidiary Earner 2

Signature

Date

Tenant 4 / Authorised Occupant 3 /Subsidiary Earner 3

Signature

Date

CHECKLIST

FOR COMPLETION OF CIS FORM

Tick the appropriate box below ✓	✓
Section 1	Tick Box
<ul style="list-style-type: none"> • List <u>ALL</u> members of your household 	
<ul style="list-style-type: none"> • New member of the household has moved into property – date provided of when they moved in 	
<ul style="list-style-type: none"> • A member of the household has moved out – date provided of when they moved out 	
<ul style="list-style-type: none"> • New baby – Birth Certificate provided 	
Section 2	Tick Box
<ul style="list-style-type: none"> • Next of Kin details provided 	
Section 3	Tick Box
<ul style="list-style-type: none"> • All sources of income for all assessable (aged over 18) OR no Income 	
<ul style="list-style-type: none"> • Income Proofs provided (See Income Proofs checklist below) 	
Section 4	Tick Box
<ul style="list-style-type: none"> • Read the declaration and provide signature 	
<ul style="list-style-type: none"> • Return completed form and signatures 	

PROOFS OF INCOME FROM TENANTS

Tick the appropriate box below ✓



EMPLOYMENT

Continuous employment

**Tick
Box**

- P60
- Or Final payslip for 2015
- Or 3 consecutive payslips

New Employment

**Tick
Box**

- 3 consecutive payslips
- And Letter from employer – referencing start date

Employment Ceased

**Tick
Box**

- P45
- And Most recent SW proof (slip or statement)

Social Welfare

**Tick
Box**

- Most recent SW slip or statement

Self Employed

**Tick
Box**

Self-Employment:

Notice of Assessment from Revenue Commissioners

Year End Accounts - required if no Notice of Assessment

New Self-Employed:

If no accounts provided start date letter from Accountants

A statement can be requested at your local Social Welfare office or on the following website
www.welfare.ie/en/Pages/secure/OnlineStatementRequest.

Timelines

Deadline for return of CIS form: **26th February 2016**

New Rent Charged from: **2nd May 2016**

Please, note where the CIS form and required proofs are received by Circle VHA by the **26th February**, four weeks' notice will be provided as per the above timelines. However, should information remain outstanding beyond the **26th of February 2016**, Circle VHA may not be in a position to provide this notice period to tenants to whom the information relates.

Penalties applicable for not returning CIS form

The **closing date** for the CIS form to be returned is the **26th of February 2016**.

The penalty for not returning the completed and signed Confidential Income Statement Form along with the required documentation by 26th February 2016 is €25 per week (the penalty amount may differ depending on differential rents of your Local Authority). This additional penalty charge will be applied from 2nd of May 2016 and will continue to be charged each week until the necessary information is provided to Circle VHA.

The penalty for not returning the CIS will not be reversed.

The above policy has been approved by the Board of Circle VHA and will be strictly enforced.

Additional Information Factsheet

Basis of Rental Charges

Your rental charge for the coming year is based on a percentage of your total household income. This is why it is necessary for Circle VHA to request income details for **all members** of the household who are **over 18 years** of age.

The percentage applicable depends on the differential rent scheme applicable to the unit in which you live. Where CVHA manages units on behalf of Local Authorities, the differential rent of the Local Authority applies.

If it is a **joint** tenancy the rent assessment is based on the **income of both adults**. In a household with a tenant and an authorized occupant(s) the rent assessment is based on the income of the principal earner in the household. Any other occupants' income is also assessed as subsidiary earner(s).

If you have a partner or another adult person residing with you, who was not previously declared to Circle VHA, you are legally obliged to inform Circle VHA of this. **The non-declaration of a partner/other adult is a breach of your tenancy agreement with Circle VHA.**

The partner/other adult must be interviewed by Circle VHA and a Garda Check must to be completed before the partner's/other adult's occupancy is approved by Circle VHA. Until their approval for housing is completed by Circle VHA, they may only remain in the property on a **licence basis**. A flat charge of €30 per week applies to all licence agreements. Please contact your housing officer if this situation applies to you.