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| **HARDSHIP APPLICATION FORM** |

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| ***This form has to be completed by the Housing Officer as part of the meeting with the tenant***  |
| **HOUSEHOLD DETAILS:** |
| **Address:** |  | **Rent Account No:** |  |
| **Tenant 1 *(name)*** | **Weekly Income:**  | € |
|  | **Income Source:** |  |
| **Tenant 2 *(name)*** | **Weekly Income:** | € |
|  | **Income Source:** |  |
| **Other members of Household (***name, age & income)* | **Total Weekly Income:** | € |
|  | **Current Rent:** | € |
|  | **Current Arrears:** | € |
|  | **Tenancy Commencement:** |  |
| **Reason for applying for temporary rent reduction and duration of reduction requested:** |
|  |
| **MABS Information Provided:** | Yes No (circle whichever is relevant) |
| **Income & Expenditure Form completed & attached:** | Yes No (circle whichever is relevant) |
| **Details of assistance sought elsewhere & outcome:** |
| **Community Welfare Officer:** |  |
| **Saint Vincent de Paul:** |  |
| **MABS:** |  |
| **Other:** |  |

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| **RETURN SECTION/DECISION ON HARDSHIP CLAUSE:** |
| **From: (Housing Officer)** | **To: Head of Housing & Property Management** |
| **Recommendation**  | **I recommend that request for temporary reduction in rent is granted:** | Yes No(circle whichever is relevant) |
| **Rationale:** |  |
| **Other Relevant Tenancy Information** *(payment record, ASB, previous applications etc.)* |  |
| **Details of Recommended Temporary Rent Reduction** |
| **Proposed Temporary Rent:** | **Duration:** | **Com. & End Dates:** | **Loss of Rental Income:** |
|  |  |  |  |
| **Proposed Phased Rent** | **Details:** | **Com. & End Dates:** | **Loss of Rental Income:** |
| **Total Loss of Real Income for SJOG HAL** | € |
| **Signed: (Housing Officer)** |  | **Date:** |  |
| **Authorised:(HoHP)** |  | **Date:** |  |
| **Any Further Comments from HoHP:** |