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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:** | | | | | | | |