

# Summary Checklist

To help get your application validated and processed as quick as possible and avoid delays, this is an additional checklist to the one in the application form.

## **Photos of location of proposed works must accompany every application and applications submitted without such will be returned**

**Applications for Housing Aid for Older People Grant please indicate the type of windows and doors you have presently** & submit photographic evidence of their current condition.

Single Glazed  Double Glazed

**Please note Tipperary County Council do not fund the repair or replacement of double glazed windows.**

- For roof repairs:** You need to include a letter from your insurance company stating repairs are not covered under your policy and **one itemised quotation** for the works. Photographic evidence of current condition to be submitted.
- For upgrading electrical wiring:** You need to include a report from an electrician describing the necessary repairs. This electrician must be registered with the Registered Electrical Contractors of Ireland (RECI) and **one itemised quotation** for the works.
- For central heating system:** If you need to upgrade an existing central heating system, you need to include a report from a heating contractor stating that the existing heating system is 'beyond economic repair' and **one itemised quotation** for the works.
- For a level access shower, bathroom conversion, stair lift, ramps, windows/doors, etc:** Provide **one itemised quotation** from a Contractor or from a Registered Electrician for all of works with this application form. Scaled drawings should also be submitted showing current layout and proposed layout(Please note, if you are applying for an extension you are not required to submit a quotation at this stage)
- Fully completed** Application form
- Evidence of income for previous tax year** (see page 16 for details).
- Print out from Local Property Tax** showing registered owner, address of house and breakdown of payments.
- Completed **Doctor's Certificate** (page 17-18 stamped and signed by your doctor) for Housing Adaptation Grant for People with a Disability and/or Mobility Aid Grants.
- Occupational therapist report is required if** applying for a big change to the use of a room in the home, installing a stair lift or adding an extension. If you cannot provide this report, your Local Authority can arrange this for you.
- Please ensure your contractor **complies with Part M** of building regulations for access to building and wheelchair accessibility when requesting your quotation.