

Rent Review 2023

Frequently Asked Questions

I am in employment, what evidence do I need to submit?

Please submit 3 recent consecutive payslips from your employer as evidence of income

I am self-employed, what evidence do I need to submit?

Please submit a recent Notice of Tax Assessment from Revenue.

I receive Social Welfare, what evidence do I need to submit?

If your income is from Social Welfare, you do not need to submit any evidence as the Housing Authority can access this information directly from DSP. But you must ensure to list all Social Welfare income on the form.

I have a dependent over the age of 18 in my household, what evidence do I need to submit for them?

You must submit evidence to show whether they are in full time education, in employment, receiving social welfare or not in receipt of any income. If they are in full time education, submit a letter from their school or college outlining their enrolment/attendance. If they are in employment, submit their payslips (3 payslips).

A new occupant has moved in since the last Rent Review, what evidence do I need to submit?

New occupants should be listed on the Rent Review form. Please complete the reverse side of the Rent Review form. Please note where a person has moved in written permission is required. The Permission to Reside will be processed by our Applications Section who will contact you directly.

An occupant has moved out since the last Rent Review, what evidence do I need to submit?

If an occupant has moved out, please complete the reverse side of the Rent Review form and supply evidence of their new address i.e., tenancy agreement or utility bill.

I have had a baby since the last Rent Review, what evidence do I need to submit?

If you have had a baby since the last Rent Review, please a copy of their Birth Certificate and PPS Number.

When will my new rent be applied?

Your new rent calculation will apply from Monday 30th October 2023.

How is rent calculated?

Rent is calculated in accordance with the Differential Rents Scheme, as adopted by the Council. Rent is calculated on the total household income and the makeup of the household. It is charged weekly. A proportion of the principal earner's income is taken, together with a contribution from all subsidiary earners in the household.

What is a principal earner?

The principal earner is the adult person, either the tenant or any other adult normally resident in the household, who is in receipt of the highest assessable income within the household.

What is a subsidiarity earner?

A subsidiarity earner is any other adult member of the household, other than the principal earner, who has an income.

Under-declaration of Household Income:

Where household income is under-declared, arrears of rent will be applied to the rent account. It is the responsibility of the tenant to declare any changes in household income or changes in persons residing in the property to Waterford City & County Council.

What income is assessed for rent purposes?

- (a) Income from employment including overtime, bonuses and commissions.
- (b) Overtime payments, commissions and bonuses will be assessable as follows:
 - Overtime – generally restricted to a maximum of 10% of basic income, but regular overtime may be fully taken into account.
 - Bonus – restricted to a maximum of 10% of basic income.
 - Commission – restricted to a maximum of 30% of basic income, where applicable.
- (c) Income from self-employment
- (d) Maintenance payments received.
- (e) Income from rental properties, dividends, capital investments and other similar sources of income.
- (f) Occupational and social welfare pensions, from whatever source, including from abroad, and
- (g) With the exception of the specific payments listed below as being disregarded, all income from social insurance and social assistance payments, allowances and benefits, including Working Family Payment (WFP), is assessable.

What income is not assessable for rent purposes?

In assessing household income for the purposes of the household means policy, a local authority may decide to disregard income that is once-off, temporary or short-term in nature and which is outside the regular pattern of a person's annual income.

Income from the following sources shall, in all cases, be disregarded for the purposes of assessing income:

Payments by the Department of Social Protection under the Social Welfare Acts in respect of—

- (i) Child Benefit
- (ii) Guardian's Payments (Contributory)
- (iii) Guardian's Payments (Non Contributory)
- (iv) Carer's Allowance, full or half rate
- (v) Carer's Benefit
- (vi) Domiciliary Care Allowance
- (vii) Constant Attendance Allowance
- (viii) Prescribed Relatives Allowance
- (ix) Electricity or Gas Allowance
- (x) Fuel Allowance
- (xi) Telephone Allowance
- (xii) Increase for Living on a Specified Island
- (xiii) Living Alone Allowance
- (xiv) Dietary Supplement
- (xv) Payments under Medical Care Scheme
- (xvi) Back to Work Family Dividend
- (xvii) Disablement Benefit/Pension

Once off payments or irregular payments, including e.g. Carer's Support Grant (formerly called Respite Care Grant), Training Support Grant, Back to School Clothing and Footwear Allowance, Exceptional Needs Payment, Urgent Needs Payment, Humanitarian Assistance Scheme, Funeral grant.

What happens if I do not return my rent income details?

Tenants who do not return the Rent Review form, within a certain timeframe will incur a penalty rent amount as their income will have to be assumed in the absence of other information. It is the tenants' responsibility to return the necessary information as soon as possible. Council services will not be available to you.