



HOUSING ASSISTANCE PAYMENT

14th November, 2020



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Role of Local Authority

- Determine tenant's eligibility for HAP
- Provide advice and guidance to tenants and landlords
- Ensure HAP applications received are valid and complete.
- Ensure rent for property is in line with market rent for the area
- If the property is located in a Rent Pressure Zone, ensure evidence has been provided that the rent has been set/reviewed in line with legislation
- Determine HAP rate to be paid to landlord and any top-up required from tenant
- Establish commencement date of HAP payment to landlord
- Calculate tenant's rent contribution to local authority
- Process applications and submit for approval of Shared Services Centre (SSC), to ensure landlords are set up to receive payments
- Ensure inspection of property is arranged within 8 months of the first payment being made to the landlord
- Process amendments to tenancies and submit to SSC for final approval



HAP Landlord

Tenancy must be a tenancy “in good faith” (Section 39(2)(e) of the 2014 Act.

Landlords are solely responsible for the management and maintenance of the tenancy. Local authorities are not a party to the tenancy.

Landlord responsibilities are as covered by the Residential Tenancies Act 2004 (as amended)

Payments are made to landlords on the last Wednesday of every month. The earliest date a HAP Payment can be made from is the date a valid and complete HAP application is received by the LA

Landlords must notify the local authority immediately if the tenant leaves their property



HAP Tenant

Tenant sources their own accommodation on the basis of the HAP rent limits

Tenants are responsible for paying deposit and rent in advance

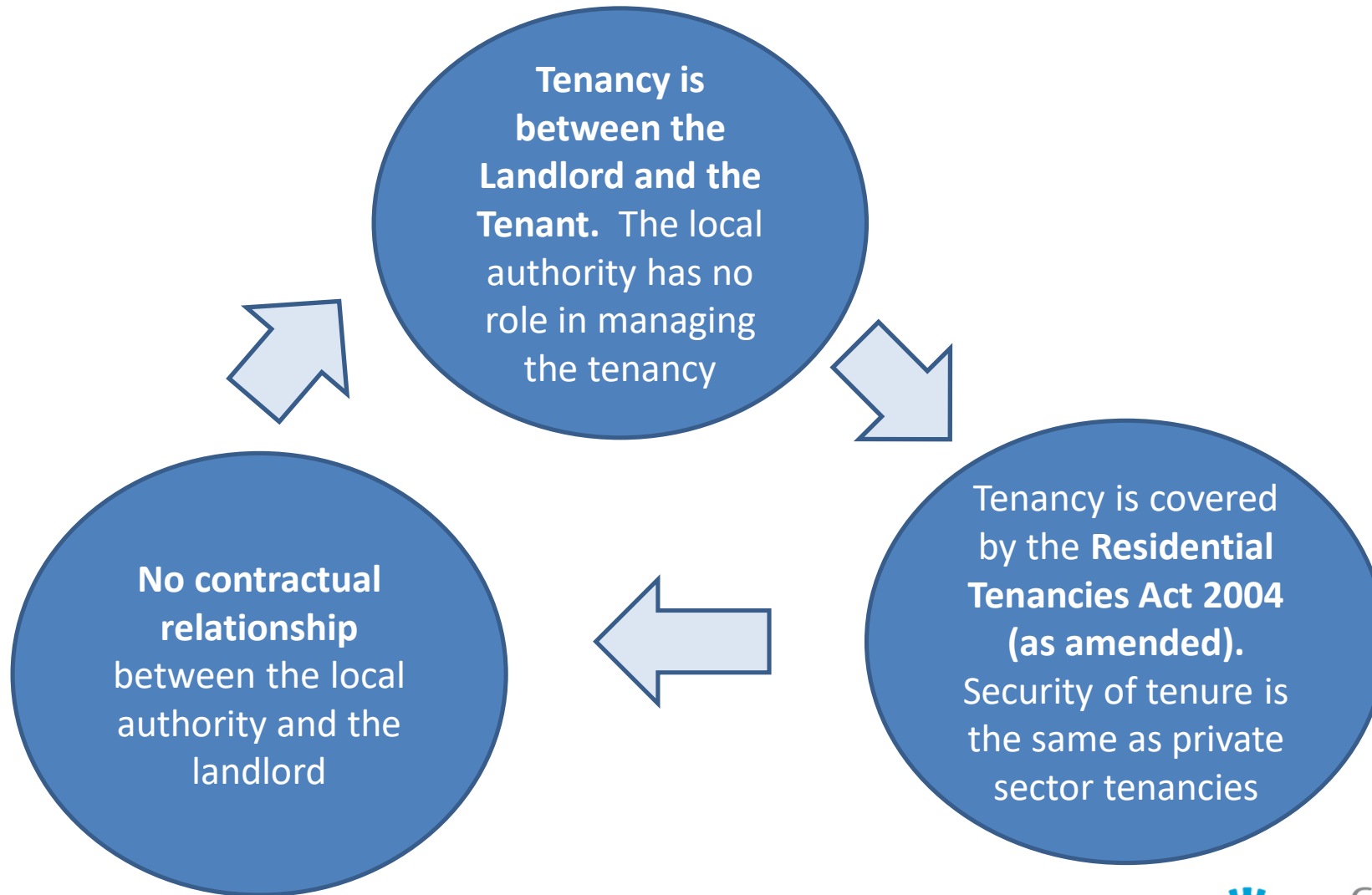
Tenants must notify local authority if there is any change in their circumstances

Tenants must notify local authority immediately if they receive a Notice of Termination

Tenants require permission from local authority if they wish to move property



Tenant – Landlord Relationship



Maximum HAP Rent Limits

Maximum rent limits for each local authority area are provided for in the Housing Assistance Payment (Amendment) Regulations 2017

7 household classes are specified – atypical households (s.43 determinations)

Local authorities have additional flexibility to exceed maximum rent limits by up to 20%, on a case by case basis

Tenants may also be permitted to pay a top-up to the landlord, on a case by case basis.



HAP Maximum Rent Limits from 1st March 2017 for four Dublin Local Authorities

1 adult in shared accommodation	Couple in shared accommodation	1 adult	Couple	Couple or 1 adult with 1 child	Couple or 1 adult with 2 children	Couple or 1 adult with 3 children
€430	€500	€660	€900	€1,250	€1,275	€1,300



Comparison between Rent Supplement and HAP

RS

- Tenant sources own accommodation
- DSP considers assistance with deposit (means tested)
- Tenant pays landlord
- Tenant makes contribution towards rent
- Maximum of 30 working hours
- On the Housing List

HAP

- Tenant sources own accommodation
- Local authority does not pay deposit
- HAP SSC pays landlord
- Tenant pays differential rent (income based rent contribution)
- Can work full-time
- Housing need is met. Tenant moves to Transfer List



Landlord Application Checklist

- ✓ Have completed all parts of Section B about the property
- ✓ Attached a copy of a valid Tax Clearance Certificate if this is available
- ✓ Attached a header from the bank statement of the nominated Bank Account
- ✓ Attached proof of ownership of the property



Proof of Ownership

You are required to provide **one valid proof** that you own the property.

- Evidence of current registration with the RTB
- Evidence of current paid buildings insurance policy, schedule
- Evidence of payment of Local Property Tax (LPT)
- Mortgage statement dated within the last 12 months
- Title Deed or similar legal instrument proving ownership of the property



Proof of Ownership (continued)

Whichever document you provide, **it must:**

- Be in date at the time of HAP application
- Include the landlord's name
- Include the full address of the rented property, including the apartment number if applicable

The landlord's name and property address **must match details given on HAP application form**

