**GUIDANCE POINTS FOR COMPLETING APPLICATION FORM**

Thank you for your recent correspondence regarding an application for the Warmer Homes Scheme. Please find enclosed an application form for your attention. Can you please ensure you send the information listed below back to us:-

* Get the enclosed form stamped, signed and dated by the Department of Social Protection office (DSP) by way of proof that you are in receipt of the Winter Fuel Allowance, Family Income Supplement, Job Seekers Allowance for over 6 months and have a child under 7 years of age, One Parent Family Payment, Domiciliary Care Allowance or **Carers Allowance**. This stamp must be clearly visible (if it is feint it will not be accepted).
* Proof of home ownership – please provide **ONE** of the following:
  + House insurance (must be dated in the last 12 months) - must include schedule of insurance, i.e. date the insurance commenced and when it is due to expire - renewal notices or quotations will not be accepted, or
  + Mortgage statement (must be dated in the last 6 months), or
  + Title deeds to your property (photocopy only), or
  + Where none of the above documents are easily available SEAI will consider Local Property Tax notification as an indication that the applicant has a connection with the home (must be dated in the last 12 months). Also it must be supported by a utility bill in the name of the person at the same address.
* A Copy of a recent electricity bill as we also need the MPRN number.
* In the case of cohabiting couples you will need to get confirmation of connection between the partners provided in the form of a “client Dependant Maintenance” document from Department of Social Protection confirming that the owner is a named dependent of the fuel allowance recipient with an address at the home to receive the Better Energy Warmer Homes Scheme.
* If relevant, also include either of the following with the application form:
  + Where you are on Job Seekers Allowance for over six months and have a child under seven years of age, a photocopy of your child’s birth certificate; or
  + Where you are on Carers Allowance and live with the person you are caring for, a **Carers Allowance Confirmation Form** completed and stamped by DEASP.

Please note that your name and address must be clearly indicated on said documentation and return all completed forms at your earliest convenience and we will endeavour to process your application as quickly as possible.

**Also note that if you have already received free insulation under the Warmer Homes Scheme only one application can be submitted per person. You cannot re-apply a second time.**

Any queries please do not hesitate to contact us – Finbarr O’Sullivan or Helen Shannon

027 52266/55163 – Thank you very much.