

Vacant Property Refurbishment Grant checklist.

If there is more than one owner on the property, the application has to be made as a joint application and tax clearance is required for all applicants.

- A fully completed and signed application form.
- Proof that the property is vacant (dating at least two years prior to application).
- Proof that the property was built up to and including 2007.
- Quotations in respect of works proposed. These quotations should correspond directly to the categories on page 13 of the application form. The total sum of the quotations should match with the total sum on page 13.
- Proof of ownership of the property.
- Up to date LPT compliance or letter from Revenue stating that property is not liable for Local Property Tax.
- Tax clearance certificate.
- For the derelict top-up amount a structural report from a registered architect or engineer stating that the property is “structurally unsound and dangerous” is required.
- Granted planning permission, change of use or Section 5 exemption if applicable to the works proposed.