



**An Ghníomhaireacht
Tithíochta**
The Housing Agency



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta**
Department of Housing,
Local Government and Heritage

Call for Expressions of Interest for Repair and Leasing Scheme (RLS)



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BACKGROUND AND EXPRESSIONS OF INTEREST

To accelerate provision of social homes, the Department of Housing, Local Government and Heritage is calling for expressions of interest for the RLS Scheme.

It seeks to achieve the following policy objectives:

- Facilitate and expedite additional social housing;
- Provide additional supply targeted at areas of greatest need;
- Address vacancy;
- Revitalise towns and villages.

1.1 Overview of the Repair and Leasing Scheme

The Repair and Leasing Scheme (RLS) provides capital funding to a maximum of €80,000 per home, including VAT to bring a vacant property up to rental standards. The completed home is leased to the local authority or AHB for up to 25 years. The capital funding provided is offset against future rent. The Programme for Government announced in January of this year has increased targets for RLS.

In general, a proposer must be unable to fund or access funding to carry out repairs.

This requirement does not apply to the following categories of vacant properties:

- vacant commercial units;
- vacant units associated with a commercial property (e.g., over a shop);
- vacant former institutional buildings and
- unfinished developments where these have been vacant for a significant period.



Advantages of the scheme

- interest free loan to fund repairs up to €80,000 (including VAT) per individual home leased to the local authority.
- guaranteed rent on a property that has not been generating an income.
- no loss of rent during vacant periods.
- no landlord responsibilities with tenant or day-to-day maintenance.
- social investment in the community.

The Department of Housing, Local Government and Heritage (DHLGH) in conjunction with The Housing Agency is inviting submissions from proposers for the delivery of homes, targeted at areas of greatest need.

The proposed homes should not be subject of a proposal or approval for State funding under any other scheme with a local authority, Approved Housing Body and/or Land Development Agency (LDA), (see Part 3 of Declaration at Appendix 2).

Delivery of homes should be between 2025 - 2027. Homes that will be delivered after this timeframe will not be considered and proposals containing homes for delivery after 31st December 2027 will be returned as invalid submissions.

1.2 Leasing terms

The existing RLS lease templates will be used for both Lots listed below and no amendments to these agreements will be accepted. A copy of these agreements can be provided on request.

Lot 1: Conversion of vacant residential homes. Repair and Leasing up to a maximum of **25 years** at a minimum discount on market rent of (15/20¹%). Proposals should be for a minimum of 5 homes to be delivered in any one proposal. An interest free loan of up to €80,000 (including VAT) is available per home to bring the home up to the required rental standards. The cost of the loan will be deducted from the monthly rental payments. Homes must be within one local authority area but homes in more than one location within the particular local authority area will be considered.

¹ There is a minimum discount on open market rent of 20% for houses and 15% for apartments with a significant service charge.



Please note, current scheme criteria mean Lot 1 excludes proposers who can fund or access funding to carry out the works.

Lot 2: Conversion of vacant commercial/institutional properties, such as –

- vacant commercial units
- vacant units associated with a commercial unit (for example, over the shop)
- vacant institutional buildings
- unfinished developments which have been vacant for a significant period of time

Proposals should be for a minimum of 5 homes to be delivered in any one proposal. Homes must be within one local authority area but homes in more than one location within the particular local authority area will be considered. The requirement that the property owner or purchaser is unable to fund the works is removed for the above categories of homes. A loan of up to €80,000 (including VAT) is available for each individual home provided. For example, where a vacant former shop is converted into 4 units, a loan of up to €320,000 is available. Lot 2 above is open to all proposers, regardless of whether they can fund or have access to funding to carry out works.

On completion, all homes are required to meet all statutory requirements and the Housing (Standards for Rented Houses) Regulations 2019 (S.I. 137/2019) and must comply with planning legislation.

Please note, nothing in this EOI precludes a property owner from contacting a local authority directly to discuss a proposal.



STAKEHOLDERS IN THE SCHEME

2.1 Department of Housing, Local Government and Heritage (DHLGH)

The scheme is governed by the DHLGH. The DHLGH provides funding to local authorities to lease homes to accommodate social housing tenants on a long-term basis.

2.2 The Housing Agency

As national coordinator for this EOI, the Housing Agency will manage and administer proposals under this EOI on behalf of the DHLGH and local authorities. The Housing Agency oversees the administration of the leasing arrangements including the drafting of the Agreement for Lease (“**AFL**”) and Lease (“**Lease**”). The Housing Agency will have a specific role within the AFL if a dispute arises regarding certifying completion of homes. In addition, the Housing Agency will have an ongoing role over the term of the lease as a resource for local authorities and will provide guidance on good practice in lease administration and related matters.

2.3 Local Authorities

The local authority is acting in its capacity as a housing authority. The relevant local authority is responsible for determining the suitability of the proposed homes and the rental payment agreed for the individual units. The local authority will also be responsible for agreeing the works to be carried out on individual homes and carry out a final inspection of the unit, as well as providing the loan amount to the proposer (if required) for the purposes of refurbishing the respective units. All leases will be between the local authority and the proposer. The local authority will pay rent to the proposer, which will be set at a percentage of the market rent. The local authority will be the landlord to the household and will collect a differential (income based) rent from the household.



2.4 The Proposer

The proposer will submit details of homes it proposes for the scheme as per the submission requirements set out in this EOI (a “**Submission**”). Homes proposed must be vacant for at least one year prior to submission. If the homes are selected for the scheme, the proposer then enters into an AFL and Lease for the homes with the relevant local authority. Under the terms of the lease for each property, the proposer will be responsible for all structural repairs and maintenance of the exterior of the property including the roof for the duration of the lease.

2.5 Advisors

2.5.1 Philip Lee

Philip Lee is legal advisor in respect of this expression of interest.

SUMISSION AND ASSESSMENT

3.1 Proposal

Proposers are invited to indicate their capacity to lease on a long-term basis a minimum of **5 homes** in any one proposal.

3.2 Criteria

Each proposal will be considered under the pass/fail criteria as set out in Section 7.3.



RENT ARRANGEMENTS AND KEY LEGAL DOCUMENTS

4.1 *Proposed Rent*

- 4.1.1 Proposers will be required to include expected rents for each home they propose leasing under these arrangements, as further described in the submission requirements outlined in section 6 of this EOI. The submitted rent should be the open market rent or lower for the relevant homes in the proposal and should be based on the condition **after** the repair work has been completed.
- 4.1.2 The submitted rent will be a defined euro amount per month per completed property type as at the submission date (see Section 5 of this document).
- 4.1.3 For the purposes of this Expression of Interest; Open Market Rent means the estimated amount, supported by a valuation as at the submission date, for which the property should be leased between a willing lessor and willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.
- 4.1.4 Open Market Rent must be evidenced by a valuation prepared by a qualified valuer². Each valuation must refer to three (3) comparable homes where available in the locality of the proposed submission to evidence the Open Market Rent for the property.
- 4.1.5 Once the rent has been agreed, this rent, with the appropriate discount (and offset if applicable) applied, will be inserted in the AFL/lease, with indexation operating from the date the rent amount was agreed between the local authority and the proposer, using the Harmonised Index of

² being a member of the Irish Auctioneers and Valuers Institute or of the Society of Chartered Surveyors Ireland or of such body of professional valuers or surveyors as shall for the time being have undertaken in Ireland the functions in the activity of property valuation currently performed by said institute or society.



Consumer Prices (“**HICP**”), issued by the authority of the Central Statistics Office of Ireland and at present officially published on website www.cso.ie.

4.2 *AFL and Lease*

4.2.1 A short high-level summary is provided below in relation to the AFL and lease templates.

(i) Agreement for Lease

The AFL is a standard form template document, which will include:

- the conditions and timescales for the delivery of the proposed homes.
- the rent (agreed rent) that will be inserted into the form of lease appended to the AFL.
- Proposed works required for inclusion in Schedule 4 and Schedule 5.

Amendments to the form of AFL by proposers **will not be accepted**.

(ii) Lease

The lease is a standard form template document to be entered into by the local authority and the proposer. The main features of the lease are:

- local authority will make monthly rent payments to the property owner in accordance with the agreed lease.
- The term of the lease will be up to 25 years.
- Rent review will be based on the HICP and reviews will be at 36-month intervals, commencing on the third anniversary of the signing of the AFL (the initial date).

Amendments to the form of lease by proposers **will not be accepted**.



4.3 Outline of the structure of the Lease

- 4.3.1 The lease will commence when the provisions of the Agreement for Lease and the lease are met. Rental payments will commence on commencement of the lease.
- 4.3.2 The local authority will sub-let the property to a tenant. Tenants will be nominated by the relevant local authority in accordance with their scheme of letting priorities. Tenants will enter into a tenancy agreement, with the relevant local authority acting as the landlord. The local authority will have responsibility for managing the tenancy under the terms of the tenancy agreement. The local authority may appoint a nominee to manage the tenant on its behalf, including, without limitation, an Approved Housing Body.
- 4.3.3 As per the terms of the Lease, the property owner will be responsible for any structural defaults with the property. It may engage a third-party provider to carry out such obligations, however, the proposer will remain wholly responsible for its obligations under the lease and for any acts or omissions of any service provider it may engage.
- 4.3.4 The local authority, or an agent on its behalf, will be entitled to inspect the homes prior to the lease commencing and periodically thereafter.
- 4.3.5 The local authority will be responsible for the upkeep and maintenance of the interior of the property for the duration of the agreement.



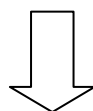
OVERVIEW OF THE EOI PROCESS

5.1 *Submission Process*

- i. Interested parties review the Expression of Interest and check eligibility to participate.



- ii. Submit any clarification queries to The Housing Agency **where relevant**.



- iii. Complete and submit the Expression of Interest Form together with the signed declarations via email **RLS@housingagency.ie**

5.2 **Administration of Process**

The Housing Agency will coordinate and administer the review and assessment of the submissions for participation in the scheme as set out in Section 3 above in conjunction with the relevant local authority.



SUBMISSION REQUIREMENTS

6.1 *Submission Requirements*

Interested parties must submit:

- (i) a completed and signed Submission Checklist (appropriate to the submission) contained in **Appendix 1**;
- (ii) a signed Declaration contained in **Appendix 2**; and
- (iii) a completed Expression of Interest Form, contained in **Appendix 3**

These will allow the Housing Agency and the relevant local authority to assess the submissions as expeditiously as possible. **Any submission that does not comply with the above submission requirements will be returned to the proposer**, subject to the rectification process outlined below.

6.2 *All Submissions*

The following should be reviewed carefully as all submissions must include the information as outlined.

6.2.1 **Submission Checklist**

The Submission Checklist contained in Appendix 1 of this document must be completed, signed, and included with the submission. If any of the requirements listed in the checklist have been omitted from the submission, the proposer will be given the opportunity to rectify the omission within five (5) working days of receipt of written notification of the omission.

6.2.2 **Declaration**

The declaration contained in Appendix 2 must be signed and returned as part of the submission. All three parts of the Declaration must be completed and signed as appropriate. Submissions that do not include



the Declaration completed and signed will be rejected as incomplete and returned to the proposer.

6.2.3 EOI Form

The EOI Form contained in Appendix 3 of this document must be completed in full and be signed by the appropriate representative on behalf of the proposer.

6.2.4 Identify a Proposal

- (i) A proposal will be considered as a group of homes, not less than 5 homes in a single development or on multiple sites/locations in one local authority area. A proposer may submit multiple proposals.

Multi-unit proposals from the same development will be assessed as a single proposal. A proposal can include homes delivered on a phased basis up to the 31st of December 2027.

- (ii) Proposed homes, when works are completed and prior to the lease becoming active, included in a proposal will be required to meet all relevant and applicable statutory requirements under the Planning and Development Acts 2000-2021, Building Control Acts 1990-2014 and any subordinate legislation made under these Acts.
- (iii) Homes provided must meet the requirements of the Housing (Standards for Rented Houses) Regulations 2019 (S.I. 137/2019) or any update to such requirements applicable at the time of the completion.



6.2.5 Legal Information

Lot 1 and Lot 2

A proposer shall be one of the following.

- (a) a private individual
- (b) a corporate entity established pursuant to the Companies Act, 2014, as amended, or, alternatively, a collective investment scheme authorised or approved by the Central Bank of Ireland, in accordance with the European Union (Alternative Investment Fund Management) Regulations (S.I. 257/2013), as may be amended from time to time; or
- (c) a corporate or regulated entity properly established within a member state of the European Union pursuant to the laws of that member state; or
- (d) a corporate or regulated entity properly established within England, Wales, Scotland, or Northern Ireland pursuant to the laws of England, Wales, Scotland or Northern Ireland or the United Kingdom
- (e) All proposers will be required to demonstrate tax compliance
- (f) All contractors used to carry out refurbishment works and repairs on homes are required to be tax compliant.

Depending on the proposed corporate vehicle or shareholding structure, the Housing Agency/local authority reserves the right to seek a parent company guarantee, where it deems appropriate.

For the purposes of Lot 1, proposers will be required to avail of the loan provided under the RLS scheme. For homes submitted under Lot 2, the requirement to avail of the loan under the scheme is removed.



6.2.6 Specific Requirements

(i) Lot 1 and Lot 2

Proposers must provide details of proposed homes, including but not limited to:

- (a) Site Location Map(s)
- (b) Ownership of the Property. If the proposer is the current owner of the property, a copy folio should be furnished or, alternatively, a solicitor's letter outlining the details of the ownership.
- (c) Proof of vacancy for at least one year prior to the date of submission.
- (d) Planning permission, including planning permission reference no., if applicable.
- (e) Number and type of proposed homes identified to be refurbished on the site(s) and location.
- (f) Should your submission pass the criterion set out in section 7.2, you will be required to submit a survey with photographic evidence for each home for the purposes of the AFL.
- (g) Should your submission pass the criterion set out in section 7.2, you will be required to submit an itemised list of repairs to bring each property to current rental standards for the purposes of the AFL.
- (h) Should your submission pass the criterion set out in section 7.2, you will be required to submit a layout and map of the development, including floor plans and elevations at the requisite planning scale (i.e. 1:200).
- (i) Target works/ delivery programme.



MINIMUM REQUIREMENTS AND ASSESSMENT CRITERIA

7.1 Minimum Requirements

Proposers are required to meet the minimum eligibility requirements contained in Appendix 2 (the “**Minimum Requirements**”) in order to be considered for participation in the Scheme. Proposers are required to self-declare that they meet the minimum requirements.

7.2 Assessment Criteria

- 7.2.1 Only those proposers that have furnished all the requisite documentation in compliance with section 6 and who meet the minimum requirements referred to above will have their submission evaluated.
- 7.2.2 The Housing Agency, in conjunction with the relevant local authority will evaluate the submissions based on Pass/Fail criteria.
 - (i) **Pass/Fail Criteria** (criteria 1,2 and 3) must be passed if a submission is to be considered further. Submissions that meet criteria 1,2 and 3 will be deemed acceptable (“**Suitable Proposals**”).



7.3 Pass / Fail Criteria

Lot 1 and Lot 2

Criterion 1 - Suitability for Social Housing

Social housing need varies across the country, but it is generally strongest in urban areas. The nature of this demand varies across local authorities although in the majority of local authorities the greatest need is for one or two bed accommodation. For a submission to be acceptable it must propose delivery of homes in areas with social housing demand. The Housing Agency will liaise with the relevant local authority to determine if a submission is located in an area with social housing need and meets the requirements of the Government's policies in relation to providing high quality housing and developing sustainable communities.

A local authority will also consider the appropriateness of the proposed dwellings and the development in which they are located relative to the housing need in the area. Issues such as the size of the proposed dwellings, the extent of storage areas within dwellings and shared storage facilities and other facilities within the development will be considered.

The Housing Agency will liaise with the relevant local authorities to determine if a proposal meets this objective and ultimately it will be a matter for each local authority to determine if a submission passes or fails.

Criterion 2 - Appropriateness of the Scale and Mixed Tenure of the Proposal

Submissions with a proposal of properties in urban locations will generally be well matched to need, however there are some specific locations in urban areas that already have high concentrations of social housing and submissions proposing properties for the Scheme in these locations may not be sustainable. A large development of social housing may be sustainable if it is located in a large urban area and surrounded by mainly privately owned / rented housing. On the other hand, a



submission for a large development of social housing may not meet tenure mix goals if contained within a smaller town. The Housing Agency will liaise with the relevant local authorities to determine if a proposal passes or fails this criterion. A proposer will be given the opportunity to reduce the number of homes in its submission within a fixed period of time if the local authority determines it does not reflect an appropriate mix of tenure. If the number is not reduced to a sustainable level the proposal will not be considered further.

Criterion 3 – Value for money

The relevant local authority must be satisfied that value for money (VFM) is being achieved under each proposal. This assessment will take into account but is not limited to such factors as payments to be made under the lease agreement, market rates of rent within the locality and the overall cost effectiveness of the proposal.



7.3.1 Summary of Assessment Criteria as used by local authorities³

Pass/Fail Criteria

Criterion	Measure	Score	Summary
1) Suitability for Social housing	Are proposed homes located in area of social housing demand as per the table under Criterion 4 above? Does the proposal appropriately acknowledge requirements in relation to accessibility, security, safety, privacy, community interaction, availability of appropriate services and the provision of adequate space?	Pass /Fail	A pass/fail criterion. If homes are not located in an area with social housing need or if they do not adequately address sustainability requirements, they will not be considered further.
2) Sustainable communities	Does the number of homes proposed achieve a balanced community?	Pass /Fail	Where a local authority has concerns about tenure mix, a proposal considered to have too many homes will be eliminated from further consideration. However, before elimination the proposer will be given the opportunity (within a fixed period of time) to revise their submission on the basis of a reduced number of homes to allow further consideration.

³ Submissions within the same local authority area will be reviewed in the order in which they are received by The Housing Agency.



3) Value for Money	Does the proposed rent per home offer value for money to the local authority.	Pass/ Fail	The relevant local authority must be satisfied that value for money (VFM) is being achieved under each proposal. This assessment will take into account but is not limited to such factors as payments to be made under the lease agreement, market rates of rent within the locality and the overall cost effectiveness of the proposal.
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OTHER

8.1 *Deadline for Receipt of expressions of interest*

This Expression of Interest will remain open until further notice.

8.2 *Queries*

Queries seeking clarification on any aspect of this expression of interest may be submitted via email to rls@housingagency.ie. Responses to clarifications will be issued directly to the person/entity who submitted the query.

8.3 *Complete Submission*

- 8.3.1 Incomplete submissions may be rejected.
- 8.3.2 If, in the opinion of the Housing Agency, any submission deviates to a substantial degree from the requirements detailed in this Expression of Interest the submission may be rejected.
- 8.3.3 Each proposer will be deemed to have satisfied itself prior to making its submission as to the completeness and sufficiency of its submission in compliance with the requirements of this Expression of Interest.

8.4 *Clarification of Submission*

To assist in the examination and comparison of submissions the Housing Agency may request further information at any time and in relation to any element of this Expression of Interest.

8.5 *Right to Amend or Terminate the Process*

- 8.5.1 The Housing Agency may at its absolute discretion:
 - (a) change the basis of or the procedures (including the timetable) relating to this Expression of Interest;
 - (b) reject any or all the submissions;



- (c) request additional information from any proposer; and/or
- (d) abandon the process.

8.6 *Proposer Costs*

Proposers shall bear all costs associated with the preparation, submission, and clarification of their submission. The Housing Agency or any local authority or the Department of Housing, Local Government and Heritage will not be responsible and/or liable for any costs, expenses or losses which may be incurred by a proposer in the preparation, submission, or clarification of its submission, regardless of the conduct or outcome of the process.

8.7 *No Liability*

Proposers may not rely on anything contained in this document as a representation of fact or promise regarding the future, nor as constituting the basis of a contract or lease that may be concluded, in relation to the Repair and Leasing Scheme or this Expression of Interest document. No contractual relationship, implied or otherwise, or any other legal obligation will arise between a proposer and the Housing Agency, local authority, or the Minister.

8.8 *Sharing of Information*

The Housing Agency reserves the right to share information submitted by proposers in response to this Expression of Interest with other State entities and bodies involved in the delivery of housing. These bodies include but are not limited to local authorities and the Department of Housing, Local Government and Heritage, the Housing Delivery Coordination Office, and any other State body that the Housing Agency deems appropriate.

8.9 *Confidential Information*

If a proposer considers that any of the information supplied in its submission should not be disclosed because it is confidential, the proposer should, when providing the information, identify that information as “confidential.” The



Housing Agency shall not disclose confidential information, save as required by law.

8.10 Freedom of Information Requirements

The Housing Agency, local authorities and the DHLGH are subject to the Freedom of Information Act 2014 (the “**FOI Act**”).

Where proposers consider any information, they provide to be “commercially sensitive” or “confidential,” they shall mark the information as such. If requested by the Housing Agency, proposers must provide the Housing Agency with the reasons why they consider such information to be commercially sensitive or confidential. Failure to do so may result in such information being released in response to a request pursuant to the FOI Act. The Housing Agency will use reasonable endeavours to consult with proposers about sensitive information before making decisions on any request received under the FOI Act. In the event that the Housing Agency decides to release particular information relating to a proposer, the proposer will have the option to appeal the Housing Agency’s decision to the Information Commissioner (as referred to in the FOI Act).

If there is a conflict between any agreement between or requirement of the parties and the statutory requirements of the FOI Act, the FOI Act will prevail.

8.11 Canvassing

If any proposer (or a person associated with a proposer), in connection with this Expression of Interest, either:

- (a) canvasses or offers any inducement, fee or reward to any employee, servant or agent of the Housing Agency or its professional advisors; or
- (b) does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 2010 or the Registration of Lobbying Act 2015; or
- (c) approaches any employee, servant, or agent of the Housing Agency or the DHLGH or its professional advisors or local authorities, including for the purposes of soliciting information about this Expression of Interest;



that proposer may be eliminated from the process, without prejudice to any other civil remedies available to the Housing Agency and without prejudice to any criminal liability which such conduct may attract.

8.12 *Conflicts of Interest*

Any actual or potential conflicts of interest arising, whether professional or commercial must be fully disclosed in writing to the Housing Agency as part of the process and on an on-going basis throughout the process, as soon as any actual or potential conflict becomes apparent.

In the event of an actual or potential conflict of interest arising, the Housing Agency will, in its absolute discretion, decide on the appropriate course of action, which may involve the exclusion of the relevant proposers from the process. If the Housing Agency determines that no such conflict of interest arises or that the conflict of interest is immaterial, then the Housing Agency may decide to take no action.



APPENDIX 1 SUBMISSION CHECKLIST

Please note that you should complete the appropriate checklist depending on whether a response to the Expressions Of Interest or a Pre-Planning Enquiry is intended.

Expressions Of Interest Submission

The following documentation is required:

No	Item	Included Y/N
1.	Signed Declaration (Appendix 2)	
2.	EOI Form completed and signed (Appendix 3)	
3.	Site Location Map	
4.	Proof of ownership or proof you are in the process of acquiring	
5.	Planning Permission if applicable	
6.	Rent Valuation with comparables (see 4.1.5)	
7.	Proof of at least one year's vacancy prior to date of submission	

Declaration:

I/we have reviewed the requirements as set out in the Expressions Of Interest and confirm that all required documentation is included in our/ my submission

Signed on behalf of _____



APPENDIX 2 MINIMUM REQUIREMENTS AND DECLARATION

Minimum Requirements

Part 1

A proposer must meet all of the minimum requirements for its submission to be eligible for evaluation.

1. Declaration of Eligibility

To be considered for selection a proposer must comply with the eligibility requirements set out below:

1.1. A proposer who has been the subject of a conviction by final judgment for one or more of the reasons listed below shall be excluded from further consideration:

- (a) Participation in or membership of a criminal organisation; or
- (b) Corruption; or
- (c) Fraud; or
- (d) Money laundering; or
- (e) Terrorist financing.

1.2. A proposer shall be excluded from further consideration who is subject to bankruptcy or insolvency procedure or process, as follows:

- (a) the proposer is bankrupt or the subject of a bankruptcy petition; or
- (b) the proposer, being a body corporate, is being wound up or the subject of proceedings for compulsory winding up; or
- (c) the proposer's affairs are being administered by a court; or
- (d) the proposer is the subject of proceedings in which it is sought to have the proposer's affairs so administered; or
- (e) the proposer has entered into an arrangement with creditors; or
- (f) the proposer has suspended business activities; or
- (g) the proposer is, in the opinion of the Housing Agency, in any situation analogous to any of those mentioned in subparagraphs (a) to (f) under a law of the State, another member state of the European Union or a third country relating to bankruptcy or insolvency of a kind specified in subparagraphs (a) to (f).

1.3. A proposer may be excluded from further consideration:



- (a) who has been found guilty of professional misconduct by a competent authority that is authorised by law to hear and determine allegations of professional misconduct against persons that include the proposer; or
- (b) who has committed grave professional misconduct provable by means that the Housing Agency can demonstrate; or
- (c) who has not fulfilled an obligation to pay a social security contribution as required by a law of the country or territory:
 - (i) where the proposer ordinarily resides, or carries on business; or
 - (ii) in Ireland; or
- (d) who has not fulfilled an obligation to pay a tax or levy imposed by or under a law of the country or territory:
 - (i) where the proposer ordinarily resides, or carries on business; or
 - (ii) in Ireland; or
- (e) who has provided a statement or information to the Housing Agency knowing it to be false or misleading or has failed to provide to the Housing Agency a statement or information that is reasonably required by Housing Agency.

1.4. Each proposer must provide details in its Declaration of Eligibility where any of the paragraphs of this section 1.3 applies to it.



Declaration of Eligibility

The following declaration must be completed and signed by the authorised representative of the proposer and submitted along with the submission.

Declaration

I _____ [Name]

of _____ [Proposer's name]

hereby declare that none of the grounds for exclusion listed in the Declaration of Eligibility for the Proposal(s) I am submitting for the Repair and Leasing Scheme apply.

And

That none of the grounds detailed in paragraph 1.3 of Part 1 Appendix 2 applies save in respect of:

[provide full details to include any pending or threatened litigation or any other legal proceedings or regulatory investigations pending or threatened into the affairs of the proposer]

I declare that I have taken all reasonable measures to confirm that this information is true and accurate as of this date.

For and on behalf of the proposer:

Signed: _____

Print name: _____

Capacity: _____



Date: _____

Part 3

General Declaration

Declaration

I _____ [Name]

of _____ [Proposer's name]

hereby declare that any proposal / development submitted under this Scheme is not subject to any other State funding, nor has any other State funding been applied for in respect of this proposal / development.

For and on behalf of the proposer:

Signed: _____

Print name: _____

Capacity: _____

Date: _____



APPENDIX 3

EXPRESSION OF INTEREST FORM

Section 1: Proposer Details	
Proposer Name:	
Contact Name:	
Address:	
Direct Telephone No:	
Contact Email Address:	
Tax Clearance Certificate Number and Expiry Date:	
Section 2: Proposer Profile	



1. Proposer type:

Tick box

Individual	☐	Sovereign wealth fund	☐	Bank	☐
Private equity fund	☐	Limited company	☐	REIT	☐
Pension fund	☐	DAC	☐	Special Purpose Vehicle	☐
	☐	QIF	☐	Investment bank	☐
	☐	Other – specify below	☐		

Section 2: Proposer Profile

2. Individual / Proposer Name

3. Corporate Structure:

Please provide details of corporate structure (if applicable).

4. Proposer team members:

(If the proposer is working in conjunction with other parties, please detail the names of those parties):



5. Committed funding is a condition precedent for entry into an Agreement for Lease with a local authority. Proposers are required to provide a brief summary of their funding strategy to source committed funding to meet their Agreement for Lease and lease obligations, to include, without limitation, delivery of homes and delivery of services under the lease	
6. Brief proposer profile This should include details of proposer's current activities: <i>Please highlight what in your view is relevant activity</i>	



Please select either Lot 1 or Lot 2 by ticking the appropriate box.

Lot 1 - Conversion of vacant residential homes.

Repair and Leasing up to a maximum of **25 years** for the standard discount (15/20%). Proposals should be for a minimum of 5 homes in any one proposal. An interest free loan of up to €80,000 (including VAT) is available per home in order to bring the home up to the required rental standards. The cost of the loan will be deducted from the monthly rental payments. Homes must be within one local authority area but homes in more than one location within the particular local authority area will be considered.

☐

Please note, current scheme criteria mean Lot 1 excludes proposers who can fund or access funding to carry out the works.

Lot 2: Conversion of vacant commercial/institutional properties, such as –

- vacant commercial properties
- vacant units associated with a commercial property (for example, over the shop)
- vacant institutional buildings
- unfinished developments which have been vacant for a significant period of time

Proposals should be for a minimum of 5 homes in any one proposal. Homes must be within one local authority area but homes in more than one location within the particular local authority area will be considered. The requirement that the property owner or purchaser is unable to fund the works is removed for the above categories of homes. A loan of up to €80,000 (including VAT) is available for each individual home provided. For example, where a vacant former shop is converted into 4 units, a loan of up to €320,000 is available. Lot 2 above is open to all proposers, regardless of whether they can fund or have access to funding to carry out works.

☐



Section 3: Detailed Proposals for Scheme	
7. Proposal Overview Please give overview of your proposal. This should include, but not limited to the number, type and location of homes, how it is felt that the proposal provides for a sustainable community, tenure mix in the area/development. <i>You should pay attention to the detail listed in Sections 6 and 7 of the Expression of interest (EOI)</i>	
8. Programme Delivery Please give details of the timeframe for the delivery of the homes clearly setting out dates when homes will be available for tenancing and the timing of works (if any) required to deliver the homes.	



9. Number and Type of Units

Please state:

- Number of homes in the submission.

- Type of homes (number of each type should be stated)
 - 1-bedroom homes
 - 2-bedroom homes
 - 3+bedroom homes

10. Open Market Rent

(See Section 4.1 of the EOI)

- a) Please state the monthly Open Market Rent, itemised per property type in **Appendix 4** below.

As per Section 4 of the EOI, the open Market Rent is to be evidenced by a rent valuation report prepared by a qualified valuer, (being a member of IPAV or of the Society of Chartered Surveyors Ireland or of such body of professional valuers or surveyors as shall for the time being have undertaken in Ireland the functions in the activity of property valuation currently performed by said institute or society) to evidence the Open Market Value per property type by referencing to three (3) recent comparable homes in the relevant area for each property type



11. Planning Status/Evidence that the proposed homes are compliant with all planning and building regulations

Any additional information should be referenced here and attached to the submission.



Section 4: Other information	
If you wish to include any other information with your Submission, please do so as an appendix to this form.	

Proposer name BLOCK CAPITALS

Proposer signature

Position held

DATE:



APPENDIX 4 Open Market Rent

[illegible]

[illegible]