



**Application to make a Special Lump Sum Payment**

**Mortgage Account Number:** \_\_\_\_\_

**Borrower (1):** \_\_\_\_\_

**Borrower (2):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Eircode:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

I / We wish to make a lump sum payment of € \_\_\_\_\_ to the above mortgage account.

- Please supply evidence of where the lump sum money came from, e.g. bank statement, credit union statement, etc.
- Where the lump sum payment was received by way of a gift please arrange for the attached form to be completed.

**Please Note:**

1. Minimum lump sum payment is €5,000
2. Once your application is processed you will be advised of payment transfer options and if any breakage / penalty fees apply.
3. Your monthly repayment amount may be reduced, the term of your mortgage will remain unchanged, unless the loan is redeemed in full.

**Signature (1):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature (2):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Council will be unable to process your Lump Sum / Special Payment until this application form is completed. This form must be signed by both parties where there are 2 borrowers named on the loan.**

You can submit your completed form by email to [housingloans@laoiscoco.ie](mailto:housingloans@laoiscoco.ie) or by post to Housing Loans Section, Finance Department, Laois County Council, Portlaoise, Co Laois



**Laois County Council**

Áras an Chontae, Portlaoise, Co. Laois

## GIFT LETTER

**Name (of person gifting funds)**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I / We confirm that I/We are gifting the sum of €

\_\_\_\_\_

to

\_\_\_\_\_

Please confirm your relationship to the recipient

\_\_\_\_\_

I / We confirm that these monies are not repayable and that I / We will have no recourse to the property.

I / We confirm that any tax implications (if any) of this gift have been satisfied.

**Signed:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_