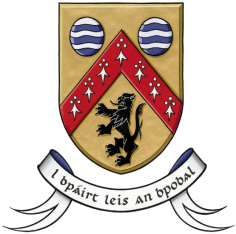
**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

 **Local Authority Home Loan Mortgage Payment Break**

# **Application Form**

To apply for a Mortgage Payment Break of up to three months, on your Laois County Council home loan, under the COVID-19 emergency measures, you must have experienced a reduction (or anticipate suffering a reduction) in your income arising from the COVID-19 emergency and you are unable to make repayments on this home loan.

This mortgage payment break is also open to local authority borrowers, who are currently in arrears and further impacted by Covid-19. In this case, you must be currently engaging with this Council in relation to your arrears and complying with relevant conditions set by us. However, it is recognized, that some borrowers may have entered into arrears arising out of COVID-19 and not yet entered into a Repayment Plan. If you have entered into arrears, due to the Covid-19 emergency from March 2020 you are considered eligible to apply for a mortgage payment break.

You should **only apply** for a mortgage payment break, if you consider that you need it.

Independent financial advice is available through the Money Advice and Budgetary Service (MABS). Please see [www.mabs.ie](http://www.mabs.ie) to find details of your local office.

Mortgage Payment Break details are:

* Your home loan account is paused for the Mortgage Payment Break period.
* No interest is charged during the Mortgage Payment Break period.
* The term of your home loan remains unchanged (i.e. if the original term/maturity date is July 2035 – this will remain at July 2035 after the Covid-19 mortgage payment break).
* Your home loan repayments recommence after the Mortgage Payment Break period at a higher amount than before the Mortgage Payment Break. This is necessary to ensure that your home loan will be repaid in full within its original term.

Further details on the Mortgage Payment Break, including the financial impact for borrowers, are contained within the Local Authority Home Loan Mortgage Payment Break Frequently Asked Questions document available from the Laois County Council website - ***www.laois.ie***

If you pay your **Mortgage Protection Insurance** (MPI), as part of your monthly payment to Laois County Council, you will be required to repay the MPI premia, to the Council, by either continuing to pay it through the Mortgage Payment Break period, or pausing payments but paying the amount owed in full at a later date in 2020. If you choose to pause MPI payments, this Council will contact you with Repayment options for the relevant amounts. You will resume paying your MPI premium, as part of your monthly home loan repayment, after the Mortgage Payment Break period. In the interim, your MPI premium will continue to be paid on your behalf, by Laois County Council and your Insurance cover will remain in place for the duration of the Mortgage Payment Break.

**This application form must be completed in full.**

Part 1 – Loan and Personal Details

|  |  |  |
| --- | --- | --- |
| Home Loan Account No |  | |
| Borrowers Name(s) |  |  |
| Address |  | |
| Contact Phone Number(s) |  |  |
| Contact Email Address(es) |  |  |

Part 2 – Income Reduction Details

|  |
| --- |
| Please give details of (anticipated) income reduction arising from COVID-19 situation, including employer name and address, nature of employment (e.g. retail, hospitality, etc.) and nature of income reduction (e.g. temporary business closure, loss of job, etc.) |
|  |

Part 3 – Mortgage Payment Break Period

|  |  |
| --- | --- |
|  | Please tick which Mortgage Payment Break period you are applying for. |
| **1 month Mortgage Payment Break** |  |
| **2 month Mortgage Payment Break** |  |
| **3 month Mortgage Payment Break** |  |

Part 4 – Mortgage Protection Insurance Payment Break Period

|  |  |
| --- | --- |
|  | Please tick which Mortgage Protection Payment option you are applying for. |
| **Continue to pay Mortgage Protection Insurance separately during this Mortgage Payment Break** |  |
| **Take a break from paying Mortgage Protection Insurance during this Mortgage Payment Break and repay separately to local authority in full** |  |

Part 5 – What Happens Next?

You can return your application form by:

Email to **housingloans@laoiscoco.ie**

Post to: **Housing Loans Section, Finance Department, Áras an Chontae, James Fintan Lalor Avenue, Portlaoise, Co. Laois R32 EHP9**

Place in the **Post Box at Main Entrance to Laois County Council**, for the attention of Housing Loans Section, Finance Department, during the hours of **9 am to 5pm Monday** **to** **Friday** , adhering to HSE guidelines.

**Please mark on the email subject line or on the envelope “Mortgage Payment Break Application.”**

You will receive a Notification of Approval by email within five working days of returning your completed application form.  The Notification of Approval will include the following details:

* Confirmation of approval;
* Your Mortgage Payment Break period;
* The revised/higher amount of your repayments after the Mortgage Payment Break period;
* Confirmation of your home loan term/maturity date;
* Indicative saving (based on full repayment);
* Declaration and Acceptance Form;

To proceed with a Mortgage Payment Break, you must return the Declaration and Acceptance Form, **signed by all borrowers,**  named on the home loan – by post or by hand.

If your form is incomplete, Laois County Council, will notify you as quickly as possible.

Part 6 – Notices

**DATA PROTECTION NOTICE**

ACCESS TO PERSONAL DATA. You have the right at any time to request a copy of any ‘personal data’ within the meaning of the Data Protection Act 1988 (as amended or re-enacted from time to time) that the local authority holds about you and to have inaccuracies in that information corrected.

**STATUTORY WARNINGS AND OTHER INFORMATION**

|  |
| --- |
| **Warning:** If you do not meet the repayments on your home loan, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future. |
| **Warning:** If you do not keep up your home loan repayments you may lose your home. |
|  |
| **Warning:** You may have to pay charges if you pay off a fixed rate home loan early. |

**Queries in relation to the completion of this Application form, can be addressed by emailing** [**housingloans@laoiscoco.ie**](mailto:housingloans@laoiscoco.ie) **or by contacting 057-8664062 / 057-8664056/ 057- 8664229.**

#### ****Laois County Council will obtain and process personal data in accordance with the fulfilment of its functions and its legal obligations. Laois County Council will only use and disclose personal data in ways that is necessary for the Purpose(s) for which it is collected.**** ****Laois County Council is committed to protecting the privacy of personal data.  The Council will, at all times comply with, the Data Protection Legislation(s)**** ****i.e. “****The Data Protection Acts of 1988 – 2018 and the General Data Protection Regulations”.

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Anne Marie Kirrane  
**Anne Marie Kirrane**

**Senior Staff Officer**

**Finance**

**14/04/2020**