



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

## **Donegal 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 local authority 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 your 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 your local authority in relation to your arrears and complying with relevant conditions set by them. However, it is recognised 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 your local authority website.

For those borrowers who pay their **Mortgage Protection Insurance (MPI)** as part of their monthly payment to their local authority, you will be required to repay the MPI premia to your local authority by either continuing paying it through the Mortgage Payment Break period, or pausing payments but paying the amount owed to the LA . If you choose to pause MPI payments your local authority 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 your local authority 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.)

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## Part 3 – Mortgage Payment Break Period

	Please tick which Mortgage Payment Break period you are applying for.
<b>1 month Mortgage Payment Break</b>	
<b>2 month Mortgage Payment Break</b>	
<b>3 month Mortgage Payment Break</b>	

## Part 4 – Mortgage Protection Insurance Payment Break Period

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

## Part 5 – What Happens Next?

You can return your application form by:

Email to: [housingloans@donegalcoco.ie](mailto:housingloans@donegalcoco.ie)

Post to: Donegal County Council, Housing Loans Dept, County House, Lifford, Co. Donegal F93 Y622

**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 as demanded by your local authority);
- 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 via email.

If your form is incomplete, your local authority 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**

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