



### PART III - Level of Grant

Level of Grant applied for:

€

Please provide full details and breakdown of amount claimed e.g. actual loss, costs incurred. Please also provide proof e.g. original receipt/ invoice etc.

### PART IV - Relevant Queries

Has the loss (or any part) been recovered from other sources (e.g. Insurance)?

YES

NO

If "Yes" please provide full details:

Have you reported the loss to An Garda Síochána?

YES

NO

If "Yes", is a criminal investigation ongoing? If so, please provide full details including pulse number.

**PART V - STATEMENT OF CLAIM PARTICULARS TO BE PROVIDED**

**If you do not have sufficient space, please attach as many pages as necessary.**

**Q1. Can you please confirm the date and circumstances in which you became aware of the loss?**

**Q2. Please provide details of a written contract for service (Letter of Engagement) provided where relevant?**

**Q3. Please provide details of the amount of money that was paid to the property services provider?**

**Q4. Please provide a detailed description (including dates and amounts) of the circumstances in which the money or other property in respect of which the loss is alleged to have been sustained came into the possession of the Property Services Provider and full particulars of such money or property.**

**Q5. Please provide the facts relied upon in support of this allegation of dishonesty.**

**Q6. Please provide any particulars of any relevant documents which can be produced in support of this application.**

**Q7. Please provide details of any civil, criminal or disciplinary proceedings which have been taken or are in train in respect of the facts set out in this application.**

**Q8. Any other relevant information:**

**PART VI - Supporting Documentation**

Please list below the supporting documentation attached. Supporting documents could be letters, emails, invoices, receipts.

**PART VII - DECLARATION (Declaration must be signed jointly where this claim refers to more than one claimant)**

I / We \_\_\_\_\_ the applicant(s),  
confirm that I/we have suffered a financial loss, as set out hereunder, which I/we believe is due to the dishonesty of the Property Services Provider referred to in Part III, and in consequence, I am/we are now applying to you for a grant from of the Compensation Fund to compensate me/us for my/our loss.

I/We confirm that the information contained in this application form, as well as all supporting documentation and information, which I/we have supplied in connection with my/our application for a grant from the Fund, is true and accurate.

I/We acknowledge that the Authority will be entitled to any rights I/we may have against the Property Services Provider to the extent of any grant paid to me/us, under section 78(6) of the Property Services (Regulation) Act 2011 and that you may sue in my/our name.

I/ We transfer to you any rights I/we may have to recover the loss from the Property Services Provider.

I / We confirm that I am/we are the sole applicant(s) in relation to this Compensation Fund claim.

Signature: \_\_\_\_\_

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

Second Signature required by claimant only where a joint claim is submitted

Signature: \_\_\_\_\_

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

**PART VIII - Commissioner of Oaths Declaration.**

**Commissioner for Oaths Declaration**

**DECLARED before me by**

**Who is/are personally known to me or, who is/are, identified to me by**

**Who is/are personally known to me or whose identity I have established before taking this declaration by seeing their passports:**

**Passport number:**

**Issued on (date of issue):**

**By the authorities of (issuing state):**

**Or see below\*\***

**At**

**In the City or County of:**

**This      day of                      20**

**Commissioners for Oaths / Practising Solicitor**

**OFFICIAL STAMP REQUIRED**

**\*\* If another form of identification, as allowed by the Civil Law (Miscellaneous Provisions) Act 2008, such as a national identification card is being used, amend this form as necessary and use a separate declaration for each person.**

## NOTE

For information on the Compensation Fund process please see part 9 of the Property Services (Regulation) Act 2011.

Completed compensation Fund Claim Forms should be sent to Property Services Regulatory Authority Abbey Buildings, Abbey Road, Navan, Co Meath, C15 K7PY or [info@psr.ie](mailto:info@psr.ie).

### Compensation Fund Claim Form Privacy Notice

1. The data you provide in this form is collected by the Property Services Regulatory Authority (PSRA). The Data Controller for the information you provide is the Property Services Regulatory Authority and can be contacted at;

Property Services Regulatory Authority  
Abbey Buildings  
Abbey Road  
Navan  
Co. Meath.

2. We shall use the personal data you provide in this form for the purpose of investigating the complaint made and any other functions as set out under the Property Services (Regulation) Act 2011 and its prescribed Regulations.

3. Our legal basis for collecting and processing this data is under the Property Services (Regulation) Act 2011 and its prescribed Regulations.

4. The personal data provided here will be stored securely on Dept. of Justice IT servers. It may be shared, where appropriate, with other approved organisations including; government departments, other state agencies, legal and financial advisors.  
(On an ongoing basis, the PSRA puts in place appropriate contracts / memoranda of understanding / bilateral agreements with third parties with which personal data is shared.)

5. This data will be stored in accordance with specified PSRA retention schedules.

6. You can request a copy of the personal data that we hold on you. You can do this by completing a Subject Access Request form (available on the PSRA website at [http://psr.ie/en/PSRA/Pages/Data\\_Protection](http://psr.ie/en/PSRA/Pages/Data_Protection)) and forwarding it to [info@psr.ie](mailto:info@psr.ie) or by post to the PSRA Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you.

7. You have the right to rectify any inaccuracies in your data. To do this you should write to the PSRA documenting the inaccuracies which need to be rectified.

8. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition you have the right to lodge a complaint with the Data Protection Commission.

9. Further details in relation to your data protection rights can be found in the Property Services Regulatory Authority Data Protection Policy available on the PSRA website at [http://psr.ie/en/PSRA/Pages/Data\\_Protection](http://psr.ie/en/PSRA/Pages/Data_Protection)

You can contact the Data Protection Officer for the PSRA with any queries in relation to this form or any other data protection issues:

Data Protection Officer  
Property Services Regulatory Authority  
Abbey Buildings  
Abbey Road  
Navan  
Co. Meath.

Phone: 046-9033800  
Email: [info@psr.ie](mailto:info@psr.ie)