

Help to Buy - Summary guide for Contractors

The **Help to Buy (HTB) incentive** is designed to assist first-time buyers fund the deposit required to purchase or self-build a new house or apartment to live in as their home. HTB provides for a refund of Income Tax and Deposit Interest Retention Tax (DIRT) paid in the State for the previous four tax years, subject to limits outlined in the legislation (section 477C TCA). The contractor / developer will be part of the HTB process where a first-time buyer is purchasing a new house or apartment (conversely the contractor / developer will not be involved in the case of a self-build).

As part of the Governments July Stimulus package a temporary enhanced HTB incentive was introduced for the period from 23 July 2020 to 31 December 2020. The enhancement provides that where applicants enter into a contract for the purchase of a new house or apartment, or make the first draw down of the mortgage in the case of a self-build property, during the period from 23 July 2020 to 31 December 2020, they will be eligible for increased relief under the HTB scheme to the lesser of:

- (1) €30,000, or
- (2) The amount of income tax and DIRT paid for the 4 years prior to making the application, or
- (3) 10% of the purchase price or valuation for a self-build.

There are two stages to the HTB process

Stage 1 Application stage

The Applicant(s) must meet the criteria as a first-time buyer(s) in order to apply to Revenue for the HTB relief. There will be systematic checks to ensure the individual(s) are tax compliant and if he / she are compliant, a summary showing the maximum tax relief due based on tax paid will be issued to the Applicant(s). Also, an application number (beginning with "A") and an access code will be issued to the applicants MyEnquiries inbox. This code is required to complete the process.

Stage 2 Claim Stage

Once the applicant has entered into a contract to purchase a home or draws down the first tranche of the mortgage, they may complete the claim stage. As part of the claim process the Applicant(s) must supply details of the property he / she are purchasing, and details of the mortgage must be confirmed. The tax relief will be calculated, and a claim number (beginning with "C") will be issued through MyEnquiries. A HTB Qualifying Contractor will be required to verify the property sale.

Role of Contractor in HTB Process

Qualifying Contractors have an important role at the last stage of the HTB process, **verifying** the property sale. For a contractor to become part of the HTB process, they must first apply to Revenue to register as a "Qualifying Contractor".

Qualifying Contractor

To become a Qualifying Contractor a contractor must:

1. Apply to Revenue for registration as a qualifying contractor

This is done by submitting a completed HTB1 form (**Form-HTB1**) through MyEnquiries in ROS, as Help to Buy Scheme – Contractor Approval.

2. Submit the relevant documentation with the completed HTB1 form, namely:

- 2.1. Details of planning permissions for the qualifying residences

A scanned PDF of each form granting permission from the relevant Local Authority or An Bord Pleanála should be submitted.

- 2.2. Details of qualifying or proposed qualifying residences

In addition to the information provided on the planning permission document the following details should be outlined by the contractor in a document submitted with the application:

- Address / locality of works
- eRCT Site Identifier Number (if the works has commenced)
- Sale price of each of the units
- If the works will be phased or not and if so, over how many phases
- Expected completion date of works, including completion date for phases if any

- 2.3. Details of freehold or leased old estate or interest in the land on which the qualifying residences are to be constructed.

A scanned PDF of the folio document(s) for the land, and any other relevant information about freehold, leasehold or interest in the land.

Once a contractor has submitted their application to be registered as a Qualifying Contractor it will be processed by Revenue. Provided all the details of the application are in order, Revenue will confirm that the contractor is a registered HTB Qualifying Contractor by publishing the contractor's name and Tax Reference Number (TRN) on Revenue's website.

If there are issues / queries with respect to the details submitted by the contractor Revenue will issue a response through MyEnquiries.

Qualifying Contractor additional information

Should additional residences become available which were not specified in the original application to become a Qualifying Contractor that Contractor will need to update the relevant documentation submitted with their original application. Items listed under 2.1, 2.2, and 2.3 above will need to be submitted for the new residences, and these should be submitted by the Qualifying Contractor through MyEnquiries in ROS, as *Help to Buy Scheme – Contractor Approval – Additional Information*

Verifying potential maximum refund on a Help to Buy application

After the application (stage 1) is completed by the first time buyer the **Mortgage Query tool** can be used by the applicant's lending institute or their developer / contractor to confirm the maximum relief available to an applicant prior to signing any contracts. This is done by entering the HTB Application number and HTB access code (provided by the first time buyer). Note that the HTB refund may change once the purchase price of the property is confirmed (as noted in the Mortgage Query tool results screen shot below).

The ROS Help to Buy services mortgage query screen result showing the maximum Help to Buy relief available to the applicant.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

[← Back](#) Help to Buy Application

Result

Help to Buy Relief

Application code:	A 6
Max relief available:	€20000

This amount may change once the purchase price of the property is confirmed.

[Close x](#)

[Revenue Home](#) • [Security](#) • [Privacy](#) • [Accessibility](#) • [Terms & Conditions](#) •

Language: [Gaeilge](#)

This link opens the Accessibility Statement in a new window

Verifying a Help to Buy Claim

Once the parties involved confirm the sale of a property to a first time buyer, the contracts are signed. The first time buyer can then carry out stage 2 of the process, the claim stage.

The claim stage of the process involves the applicant providing details of the qualifying residence he or she is purchasing, including:

- Copy of signed contract
- Mortgage details – Letter of Offer
- Confirmation the developer / contractor is a Qualifying Contractor
- Property address
- Purchase Price
- Deposit paid and payable

More detailed information about the HTB process from the perspective of the applicant can be found on www.revenue.ie (**HTB-Summary Guide for Applicants**). Once the claim is complete applicants should then inform the Qualifying Contractor they have completed their part of the HTB process. The Qualifying Contractor should then log into ROS and verify the HTB Claim.

Developers / contractors who have been registered as a Qualifying Contractor will see an option to verify HTB claims when they log into ROS. In order to verify a claim, they need to enter the HTB Claim number and HTB access code (provided by the first time buyer). They then need to verify the following aspects of a HTB claim:

- The first time buyer(s)
- The property address
- The purchase price
- The deposit paid and payable

Once the above has been verified the Qualifying Contractor must enter their BIC and IBAN of the account where the refund will be paid.

If the information entered by the first time buyer in the HTB claim stage matches with the information verified by the Qualifying Contractor, Revenue will approve the HTB claim. Once approved, the claim will become available to be refunded to the account provided by the Qualifying Contractor, which typically takes five working days.

Note: Verifying the HTB claim requires the **HTB claim number** and the **HTB access code**; while verifying the potential maximum refund on the mortgage query tool requires the **HTB application number** and HTB access code. The HTB access code remains the same for both types of verification; however, there is a different HTB number for each stage being verified.

This Guide is intended to describe the subject in general terms. As such it does not attempt to cover every issue which may arise in relation to the subject. It does not purport to be a legal interpretation of the statutory provisions and consequently, responsibility cannot be accepted for any liability incurred or loss suffered as a result of relying on any matter published herein.