

You can apply for Home Improvement Grants if your property is 10 years old and you are an owner occupier, landlord or tenant. The 10 year restriction doesn't apply if you are applying for adaptations.

Don't start the work until the Housing Executive has given you written permission. Remember that the response times mentioned may be affected by matters outside of their control. For example, budgetary controls or getting information from outside bodies.

### 1. Preliminary enquiry

Complete a preliminary enquiry form and send it to your local grants office. The Housing Executive will acknowledge receipt of your form within **10 working days**.

### 2. Inspection of property

The Housing Executive will tell you how long it will take before an inspection can be carried out. They will then contact you near the time to arrange an inspection of your property.

Response times may be longer if you are looking for adaptations.

### 3. Schedule of works

If your property is eligible for a grant the Housing Executive will aim to issue you with a "Schedule of Works" within **12 weeks**. It may take longer if you are looking for adaptations.

A Schedule of works is a list of all the works to be carried out for grant aid.

### 4. Documentation required

You must give the Housing Executive all relevant documentation. This could include proof of ownership, estimates and plans.

### 5. Test of resources

You will have to complete a Formal Test of Resources form (TOR) to work out how much you will have to contribute based on your income.

### 6. Formal approval

The Housing Executive will aim to give you formal approval to go ahead with the work within **6 months** of receiving all necessary documentation. This approval will confirm the works to be carried out for grant aid and will tell you the total amount of grant aid you will receive and the amount you will have to pay.

### 7. Completion of works

The work should be completed within **12 months** of formal approval. The Housing Executive may carry out interim inspections to check on progress. You will be required to use a registered warranted builder if the cost of the works excluding VAT and fees exceeds **£5,000**. Interim payments may be made as work progresses.

### 8. Payment of grant monies

The Housing Executive will carry out a final inspection within **2 weeks** of works being completed. You will get your payment within **4 weeks** if the work has been satisfactorily completed.

You may need to submit various completion certificates, invoices and guarantees before final inspection and payment can be made.

## Housing Executive Grants Offices

### **Antrim, Ballymoney, Moyle, Ballymena, Coleraine**

Twickenham House  
Mount Street  
Ballymena  
BT43 6BP

**Tel:** 028 2565 3399

### **Ards, Castlereagh, North Down**

Strangford House  
28 Court Street  
Newtownards  
BT23 3NX

**Tel:** 028 9182 0600

### **Armagh, Craigavon**

Marlborough House  
Central Way  
Craigavon  
BT64 1AJ

**Tel:** 028 3834 1188

### **Belfast**

32 - 36 Great Victoria Street  
Belfast  
BT2 7BA

**Tel:** 028 9031 7000

### **Carrickfergus, Larne, Newtownabbey**

141 Mill Road  
Ballyclare  
BT39 9DZ

**Tel:** 028 9335 2849

### **Cookstown, Omagh, Dungannon**

Macallister House  
Woodside Avenue  
Omagh BT79 7BP

**Tel:** 028 8224 6111

### **Derry, Strabane, Limavady, Magherafelt**

Richmond Chambers  
The Diamond  
Derry / Londonderry  
BT48 6QP

**Tel:** 028 7137 2000

### **Down, Lisburn**

4 - 6 Graham Gardens  
Lisburn  
BT28 1XE

**Tel:** 028 9266 6480

### **Fermanagh**

Riverview House  
Head Street  
Enniskillen  
BT74 7DB

**Tel:** 028 6632 5770

### **Newry & Mourne, Banbridge**

34 - 35 Boat Street  
Newry  
BT34 2DB

**Tel:** 028 3026 7331