

### Housing documentation checklist (clients approaching as homeless)

<b>IDENTIFICATION DOCUMENTS</b>	
UK/EU passport	
UKBA documentation with full security features, including photo & visa showing endorsements that determine right to apply for housing in the UK	
UK birth certificate	
Marriage certificate	

<b>NATIONAL INSURANCE</b>	
National Insurance card	
Pay slips (last 6 months)	
DWP letter confirming income	
Tax credits entitlement letter	
Child benefit entitlement letter	

<b>PROOF OF RESIDENCE – 2 <u>DIFFERENT TYPES</u> DOCUMENTS FROM LIST BELOW</b>	
Notice to quit from excluder providing 28 days' notice	
Utility bills - e.g. gas, electricity, land line telephone, water (mobiles telephone bills are not accepted)	
Current council tax bill	
Electoral register confirmation	
DWP letter (e.g. Income Support, Jobseeker's Allowance, Employment & Support Allowance, Disability Living Allowance)	
HM Revenue & Customs letters (e.g. Tax Credit, Child Benefit, Income Tax)	
Tenancy Agreement	

Bank / Building Society statement	
Confirmation from current employer	

<b>PROOF OF ID &amp; RESIDENCE FOR ALL MEMBERS STATED ON THE HOUSING APPLICATION</b>	
Full birth certificate for each person	
Child Benefit or Tax Credits letter (this must be in the main applicants name)	

<b>PROOF OF HOUSEHOLD INCOME</b>	
Disability living allowance	
State pension	
Occupational pension	
Income support, job seekers allowance or employment & support allowance	
Pay slips	