

Housing application checklist (non homeless)

Prior to accepting a housing application, it is paramount that the following documentation is provided. Please note your application will **NOT** be considered without the required documentation. You must tick each box to say you have provided the required information

IDENTIFICATION DOCUMENTS	TICK
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	

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

PROOF OF RESIDENCE – 2 DIFFERENT TYPES DOCUMENTS FROM LIST BELOW	TICK
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	

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

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

TENANTS RENTING PRIVATELY OR REGISTERED PROVIDER/ HOUSING ASSOCIATION TENANTS	TICK
If you are overcrowded in your current accommodation you must provide the original copy of your current tenancy agreement. This document must indicate the number of bedrooms solely available to you and your household. If your tenancy agreement does not state this information, you must get a declaration from your landlord or letting agent on their headed paper with their name, address and telephone number.	

IF YOU ARE APPLYING FOR HOUSING AND LIVING WITH FRIENDS AND FAMILY, YOU NEED TO DEMONSTRATE THAT YOU HAVE LIVED IN THIS SITUATION FOR 12 MONTHS. YOU MUST PROVIDE THE FOLLOWING INFORMATION

OVERCROWDED & LIVING WITH FAMILY/FRIENDS	TICK
1 years consecutive dated documents (i.e. Jan, Feb, March, April etc. This can be correspondence, bills, payslips, benefit letters.	

EVIDENCE OF PROPERTY	TICK
Council/ Registered Provider/ Housing Association document that clearly states the number of bedrooms in property	
Council/ Registered Provider/ Housing Association document that clearly states the number of residents registered as living in the property	
If private rented accommodation, a copy of the tenancy agreement and letter from landlord confirming number of rooms in property.	
If property is owner occupier a deed of sale of the property is required, surveyors report, documentation from bank/building society confirming number of bedrooms in the property	

ADDITIONAL INFORMATION REQUIRED	TICK
<p>You must provide us with proof of address from other people who live at your address. This can be the following documentation in their names:</p> <ul style="list-style-type: none"> • Bank statement • Tenancy agreement • Licence • Council tax letter • Child benefit letter <p>When photocopying, please ensure you write down who they are in relation to each other and their ages</p>	

YOU MUST PROVIDE ALL DOCUMENTATION DETAILED ON THIS FORM AS FAILURE TO DO SO, WILL RESULT IN YOUR APPLICATION NOT BEING ACCEPTED.