

SUPPORTING DOCUMENTS



We need to collect certain documents to establish who is eligible to join the housing register. To make this easier for you, we can accept photocopies of your original documents.

We have a large number of applications to deal with. For this reason we need to see your documents within 28 days of your application being received, otherwise your application will be cancelled.

You need an appointment at the Guildhall One Stop Shop to give us your documents. Please call 0300 330 7003 to book your time.

If a property is offered to you, we will visit you to go through further checks.

Documents Required	Main Applicant	Second Applicant
<p>Proof Of ID</p> <p>Plus, one of the following for each applicant over 18:</p> <ul style="list-style-type: none"> • Birth certificate (plus change of name document, if applicable) • Current passport • EU Identification card • Photo Driving License (full or Provisional) 		
<p>Applicants Subject To Immigration Control</p> <ul style="list-style-type: none"> • Proof of status to reside in the UK must be provided. 		
<p>Proof Of Tenancy</p> <ul style="list-style-type: none"> • Tenancy or licence agreement and proof of deposit paid. • Section 21 or Section 8 notice from landlord – if applicable 		
<p>Proof Of Residence At Current Address</p> <ul style="list-style-type: none"> • Any one letter addressed to you at you place of residence • Or a photo driving license (Full or Provisional) <p>Letters must be no more than 6 months old</p>		
<p>Proof Of Residency Of Children Included On The Application</p> <ul style="list-style-type: none"> • Proof that you receive Child Benefit for all children. This must either be the Child Benefit award letter showing the names of the children, or a bank statement showing the name, address, child benefit reference number, and the amount of benefit paid <p>Documents must be no more than 6 months old</p>		
<p>Applicants With Health/Support Issues</p> <ul style="list-style-type: none"> • Proof of Disability Living Allowance or Personal Independent Payment • Letter or bank statement proving receipt of Carers Allowance clearly showing your name and address • Medical letter or notes confirming your condition. 		
<p>Income, Savings & Assets</p> <ul style="list-style-type: none"> • Proof of all sources of current income and savings <p>If working 16 hours or more for over nine months you may be eligible for a working star. Please provide your contract and latest wage slip to be considered for this.</p>		