

SUPPORTING DOCUMENTS



To join the housing register, we need to collect certain documents to establish who is eligible.

Please provide your supporting documentation within 28 days of your application being submitted. Failure to do so will result in your application being cancelled.

You can call us on 0300 126 7000 to arrange an appointment at the Guildhall One Stop Shop, so we can scan your documents to support your application.

Please note you are not expected to contact us during this time, unless you have a change of circumstances which may affect your housing needs.

Please be aware the applications team may write out to you if they require any further information and once a decision has been reached you will be notified by letter.

If a property is offered to you, we will visit you to go through further checks and shared systems will be used to verify all information provided.

Mandatory Documents Required	Main Applicant	Joint Applicant
<p>Identification One of the following for each applicant and for each occupant over the age of 18:</p> <ul style="list-style-type: none"> • Birth Certificate (plus change of name document, if applicable) • Current passport <p>Applicants Subject to Immigration Control</p> <ul style="list-style-type: none"> • Proof of status to reside in the UK – Both sides of Biometric/Home Office paperwork or Share Code to view Settlement Status via Gov.co.uk website 		
<p>Proof of Residence at Current Address</p> <ul style="list-style-type: none"> • A letter addresses to you at your place of residence (invoice, utility bill/DWP) • Letter from friend/family that you are staying with • Photo driving licence (full or provisional) <p>Letters must be no more than 6 months old</p>		
<p>Income, Savings & Assets</p> <ul style="list-style-type: none"> • Proof of all current earned and benefitted income • Proof of all savings and assets – please supply your most recent bank statements for one full calendar month for all current and savings accounts held • If working for over nine months; please provide your contract of employment and latest wage slip 		
<p>If Applicable</p>	Main Applicant	Joint Applicant
<p>Proof of Tenancy</p> <ul style="list-style-type: none"> • Tenancy or license agreement and proof of deposit paid • Current rent statement from your accommodation provider • Section 21 or Section 8 notice from landlord including all prescribed information 		
<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 (Award letter or a bank statement) • Birth certificates for all children • Court Order, Special Guardian Ownership Order <p>Documents must be no more than 6 months old</p>		
<p>Applicants with Health / Support Issues</p> <ul style="list-style-type: none"> • Full Award letter for Disability Living Allowance, Personal Independence Payment or Attendance Allowance • Proof of Carers Allowance • Any applicant with Support or Medical needs must complete a medical form. This can be found under the 'Medical Questionnaire' tab • Patient Summary Record • Medical letter or notes confirming your diagnosis 		
<p>Applicants who Currently/Previously Owned a Property Within the Last 6 Years</p> <ul style="list-style-type: none"> • Property valuation from a reputable agent dated within the last 3 months • Current mortgage statement • Completion Statement 		