



In order that we can assess your application, we require you to provide the following original documents:

1. IDENTIFICATION FOR ALL PERSONS WHO YOU WISH TO INCLUDE ON YOUR APPLICATION

- Passports (if not a British citizens please see number 3)
- Full Birth Certificates

2. PROOF OF INCOME

- Last 5 weeks or 3 months' payslips
- Income Support or Jobseeker's Allowance letter or ESA entitlement
- Child Benefit letter, showing confirmation of entitlement
- Tax Credit letter, showing current award
- Proof of any other benefits, i.e. DLA or Incapacity benefit or PIP
- Proof of any private or state Pensions. This includes Pension Credit.

3. IMMIGRATION STATUS

- Most recent letter from the Home Office or stamp within your passport
- Proof of working continuously for the past 12 months (pay slips or accounts for self-employed or company directors)

4. MEDICAL CIRCUMSTANCES

- Letter from your GP or Specialist, concerning any serious health problems that you have and the details of any treatment being received.
- Proof of pregnancy – letter from your GP or ante-natal file – stating EDC

5. MARITAL STATUS

- Marriage Certificate
- Letter from a solicitor, explaining details of legal separation
- Divorce papers, including property settlement details and/or custody of children matters

6. PROOF OF HOMELESSNESS

- Notice Requiring Possession, Possession Order or Bailiff's Warrant
- Letter from relative or friend, in whose property you are staying, asking you to leave and explaining why. This letter must be signed, addressed, dated & must provide a contact phone number. This letter should, ordinarily, give you 28 days' notice to vacate the premises
- Letter from your employer terminating your employment - if accommodation is provided with your job - accompanied by your original contract of employment.
- Letter from the Police, Fire Service, a Solicitor or any other organisation, referring you to the Housing Advice Centre

7. PROOF OF RESIDENCE FOR ALL ADDRESSES FOR THE LAST 5 (FIVE) YEARS. PLEASE PROVIDE DOCUMENTS FOR EACH YEAR INCLUDING: 2010, 2011, 2012, 2013 & 2014

- Utility Bills – Gas, electricity, water, mobile phone or other utility bill
- Bank or Building Society statements or general correspondence
- Tenancy Agreements, Mortgage statements or Council Tax statements
- Medical cards
- General correspondence formally addressed to you

NB: This list is not conclusive and other documents may also be required. A Housing Adviser will inform you if this is the case.