


# Documents you must provide

To enable us to accurately assess your Housing Register application form, you must provide the documents requested below.

**WE DO NOT REQUIRE ORIGINAL DOCUMENTS. WE WILL ACCEPT PHOTOCOPIES.**

For applicant:

- Identification (preferably photo ID)
  - Valid passport
  - Drivers licence
  - Birth certificate
  
- Immigration status (for non UK and EU applicants)
  - Immigration Status Document issued by the Home Office
  - Workers Registration Certificate
  - UK Visas
  
- Proof of address
  - Tenancy agreement, and/or tenancy details
  - Utility bills (dated within the last month with applicants name)
  - Council Tax bills
  
- Proof of a clear rent account
  - Rent statement
  
- Proof of income and savings
  - *Employed*: Payslips – your last 2 if you are paid monthly, your last 5 if you are paid weekly or your last 3 if you are paid two weekly
  - *Self employed*: annual earnings and tax certificate from HM Revenues and Customs Welfare and benefits and allowances entitlement letters
  - Bank statements from **all** current and savings accounts from the last 3 months
  - Evidence of building society accounts (if you're providing statements, we require them from the last 2 months)
  - Evidence of Post Office account/s
  - Evidence of having any Premium Bonds
  - Evidence of having any Income Bonds or Capital Bonds
  - Evidence of having any Unit Trusts, ISAs, PEPs, TESSAs or other investments

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- Evidence of having money or property held in trust
  - Evidence of having any National Saving Certificates
  - Evidence of having any shares
  - Evidence of having any other savings or investments
- Financial assets
    - Ownership of any residential or commercial property in the UK or anywhere else in the world
    - Details confirming sale of property
  - For household:
    - Adults:
      - Identification, proof of address, proof of income and savings, financial assets
    - Children:
      - Birth certificates, latest Child Benefit entitlement letter (addressed to relevant address)

**We cannot accept any responsibility for the loss of any original documents sent to us in the post.**

**Please call the Housing Advice line on 01737 276790 if you have any queries.**