

Documents you must provide

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

WE WILL ONLY ACCEPT PHOTOCOPIES. WE WILL NOT ACCEPT ORIGINAL DOCUMENTS

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

- 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 Company Directors who have been trading longer than 18 months
 - Last 3 months business accounts

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)

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