

# Housing Register ID checklist

When an application is made online, it will not be processed until you provide **copies** of ALL of the following documents if they are relevant to you.

- Photo Identification for all applicants (including children): copy of passport, driving licence etc - please do not send just photographs.
- Proof of Residence - Applicants to provide a recent copy of one of the following:
  - Rent card/book / Tenancy Agreement
  - Recent bill or credit payment book for gas, electricity, water supply, Council Tax etc
  - Confirmation from Employer or DSS
  - Notice to Quit, Section 21 or Property Repossession if applicable
  - If you are living with friends or family and have been asked to leave, please provide evidence of this
- Proof of Income - provide all of these that are relevant to you and each member of your household aged over 16 years.
  - Last three wage slips
  - Current statements from all bank/savings accounts
  - Proof of all benefits receives i.e. Income support, DLA, Incapacity Benefit etc
- If you are applying for housing and own your own home, you will need to provide us with a current valuation for the property and your most recent mortgage statement if you still have a mortgage. If a property has been sold within the last three years, please provide details of the monies from the sale.
- If you have children living with you - Proof of the following is needed:
  - Child benefit / Child Tax and Working Tax Credits
  - Custody or Residence Order or a letter from your Solicitors
- If you are pregnant, please provide a copy of your maternity notes which show your estimated delivery date or your MAT B1 Certificate which your doctor/midwife will give you when you are 24 weeks pregnant.

You will have 14 days to send us the outstanding documents. If we do not receive them, your application will not be processed and may be cancelled.

Please **do not** post any original documents or passports to us as we cannot guarantee their safe return.