

## Housing register evidence checklist

In order for us to assess your application for social housing, you will be required to provide some or all of the following documents depending on your circumstances. The customer portal will indicate which documents you will need to upload but we may request additional proofs.

Document type	Example document accepted
ID for each adult household member	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Birth certificate</li> <li>• Driving licence</li> <li>• Identify card issued by EU country</li> <li>• UK resident permit</li> </ul>
Proof of ID for child	<ul style="list-style-type: none"> <li>• Child benefit award letter <b>or</b> full bank statement showing receipt of benefit</li> </ul>
Proof of Immigration status	<ul style="list-style-type: none"> <li>• EU citizens: EUSS Immigration share code for every member of your household</li> <li>• Non EU citizens: Evidence of Indefinite Leave to Remain (ILR), refugee status <b>or</b> discretionary leave document if it includes you have recourse to public funds</li> </ul>
Proof of address for main and joint applicant	<ul style="list-style-type: none"> <li>• Current tenancy agreement</li> <li>• Utility bill/current council tax bill</li> <li>• Bank statement</li> <li>• Letters addressed to you from the Home Office, DWP, NHS or HMRC</li> </ul> <p>*Needs to be dated within the last two months</p>
Proof of income for main and joint applicant	<ul style="list-style-type: none"> <li>• Last 2 months bank statements for ALL bank accounts including savings accounts</li> <li>• Documents showing any stocks, shares, bonds or other certificates owned</li> <li>• A copy of your latest accounts if you are self-employed PLUS a letter from HMRC to indicate your self-employed status</li> <li>• Wage slips (last 2 if paid monthly, 3 if paid fortnightly or 5 if weekly) <b>or</b> employment contract</li> <li>• Proof of all benefits (full and most recent statement) *</li> </ul> <p>*To download your UC statements, log-in to your Universal Credit account and go to the statement summary page. If you click into the statement, it will come up on the screen. You can then "Print to PDF"/"Save as PDF"</p>
Information regarding your current housing circumstances	<ul style="list-style-type: none"> <li>• Current tenancy or licence agreement</li> <li>• Rent statement dated within the last 2 months (you may need to request this from your landlord)</li> </ul>

	<ul style="list-style-type: none"> <li>• Where applicable, a copy of the eviction notice or possession order if you have been served either</li> </ul> <p>If home owner:</p> <ul style="list-style-type: none"> <li>• Up-to-date property valuation</li> <li>• Mortgage statement showing any outstanding balance</li> <li>• Land Registry document (LR1) to show ownership</li> </ul>
<p>Medical information</p>	<ul style="list-style-type: none"> <li>• A housing needs report from an Occupational Therapist</li> <li>• Your GP patient summary (which you have obtain free of charge from your GP practice)</li> <li>• Letter from your GP or medical professional explaining how your current housing situation is having a detrimental effect on your health</li> <li>• Copies of care plans</li> </ul> <p>*You are not expected to pay for a medical letter</p>
<p>Proof of pregnancy</p>	<ul style="list-style-type: none"> <li>• MATB1 form</li> </ul>
<p>Current or former British Armed Forces personnel</p>	<ul style="list-style-type: none"> <li>• Evidence of service from MOD showing name, rank, number, time served and regiment</li> <li>• Evidence that you are in receipt of a pension (if applicable) from the Pay Office</li> <li>• Evidence of current service if still serving</li> <li>• Discharge papers if no longer serving</li> <li>• Red book</li> </ul>
<p>Proof of local connection for main and joint applicant</p> <p>Evidence must show you:</p> <ul style="list-style-type: none"> <li>▪ Have permanently resided in the district/borough for the last 12 months.</li> <li>▪ Have previously resided within the district/borough for 3 out of the last 5 years</li> <li>▪ Were born and resided in the district/borough for the first 5 years of your life</li> <li>▪ Have family members who are resident within the district/borough* <ul style="list-style-type: none"> <li>*Resident family members are defined as parents, adult children or brothers or sisters who have lived in the area continuously for the last five (5) years.</li> <li>**Time spent living on a seasonal caravan site or holiday accommodation won't count as residency in the district.</li> </ul> </li> <li>▪ Have employment in the district/borough (must be permanent minimum 16 hours per week)</li> </ul>	<p>You will need to provide proof of local connection (LC) at point of application but you may also need to provide this for properties you bid for which have specific LC criteria.</p> <ul style="list-style-type: none"> <li>• Tenancy agreement</li> <li>• Wage slips or benefit award letter</li> <li>• Utility bills</li> <li>• Bank statements</li> <li>• Employment contract</li> <li>• Drivers licence</li> <li>• FULL birth certificate</li> </ul> <p>*Where LC is through family, evidence MUST show continuous residency for the last five (5) years of your family member. Birth certificate(s) will be required to evidence type of relationship</p> <p>**Where LC evidence is required in relation to a bid placed, the advert will state the town or village in which you need to provide evidence of residency to</p>