

Document checklist for applications to join the Housing Register

Have you completed all the relevant sections of the form?

Have you signed and dated the application (Part 16)?

Please check that you have enclosed any of the following which may apply to you, your joint applicant or your household:

- Two forms of identification at least one with a photograph for you, your joint applicant or any other adults included in your application (such as birth certificate/passport and driving licence)
Your (child(rens) birth certificate/passport
- Confirmation of receipt of Child Benefit and Child tax Credits
- Confirmation of Residence Order (if applicable)
- Proof of pregnancy
- Immigration documents, ECC identity card or UK residence permit
- Armed forces discharge papers
- Employment details
- Proof of direct family residence in the district
- Tenancy agreement
- If you are roofless, receipt of any Benefits Agency payments made to you
- Any Notice to Quit or Possession Order
- Medical Evidence
- Proof of Sale of any previously owned properties
- 3 months most recent bank statements for all accounts held i.e. Current, Savings or Investments (singly or jointly held)

- Benefits Agency award letter or 3 months most recent wage slips
- Proof of you and your joint applicant's National Insurance Numbers
- Proof of residency at address (such as Council Tax bill, utilities bills)
- Proof of previous residency if no longer resident in district

If you are a home owner, please also provide:

- An up to date mortgage statement
- Proof of loans secured on your property
- Proof of endowment policy

Photocopies only – original will need to be seen before any offer of accommodation can be made.