

LIST OF SUPPORTING DOCUMENTS

Please find below a guide to the required supporting documentation needed to process a Housing Register Application. **COPIES ONLY!**

IDENTIFICATION

- Birth Certificate
 - If your name has changed since birth we will need to see a copy of official Deed Poll documentation or if through marriage, a copy of your marriage certificate.
- Passport

ACCOMODATION

- A Tenancy Agreement
- A Licence Agreement
 - If living on a caravan site or in a hostel
- A Letter Confirming Current Living Arrangements
 - If living with friends or family
- A Valuation of Property for Home Owners

INCOME

- Your Last 3 Payslips (If paid Monthly)
- Your Last 5 Payslips (If paid Weekly)
- Your Benefits Award Letter
- Details of any payments from an Occupational Pension

IMMIGRATION

- Official Documentation from the Home Office confirming your current Immigration Status.

ADDING CHILDREN

- Child Benefit Award Letter
- Tax Credits Award Letter
- A Joint Court Order which confirms the custody arrangements for your child. Or alternatively a Solicitor's Letter that confirms the extent to which you look after your child.
 - If the child is not resident with you.