

## Checklist

**Have you completed all 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 resident in the borough
- 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 – originals will need to be seen before any offer of accommodation can be made**