

## **Documents/Evidence Required Checklist**

For all applicants, joint applicants and household members 18+ whom are to be housed with you, we will require:

- ID Proof,
- Address Proof and
- Income Proof

For all children within the household to be housed with you, we will require:

- ID Proof and Confirmation of child benefit

All evidence needs to be dated within the last 3 months excluding photo ID, all applicants will need to provide a current or last tenancy reference and may be required to provide tenancy references for up to 5 years.

Current COLC tenants will not need to provide proof of current address, other supporting docs will still be required.

**ID Proof** (1 item of photo ID or 2 items of non-photo ID).

- Passport / ID Card
- UK Driving Licence
- Bus pass
- HM Forces Identity Card
- Birth Certificate
- Marriage/divorce certificate
- Current DWP benefit confirmation letter
- Current Inland Revenue Tax notification

**Address Proof** (1 item relating to your current address).

- Utility Bill
- Current DWP benefit confirmation letter
- Council Tax Bill, current year
- Local Authority / Housing Association / Private tenancy agreement
- UK Driving Licence, with current address detailed
- Bank / Building Society / Mortgage Statement / Credit Union Statement or pass book
- Pay Slip
- Medical/GP Letter

**Income Proof** (Evidence of all income is required).

- Pay slips – last 3 months
- Bank Statements – last 3 months
- Contract of employment
- Child benefit
- Child/working tax credits
- DWP benefit confirmation letter
- Pension / Pension Credit
- P60

### **Additional Information which may be requested**

- Proof of pregnancy (with estimated due date)
- Name change deed (name changed by Deed Poll)
- Child access arrangements – Court Document or Letter from main carer/guardian
- Medical Form
- Any supporting medical information
- Supporting Information regarding any needs for adaptations or need for an extra bedroom
- Any supporting information or risks assessments from agencies e.g. Probation Service, Drug and Alcohol Rehabilitation Teams, Mental Health Services, Social Services.
- Confirmation of local connection e.g. letter from relative, proof of employment
- Mortgage Statement
- Notice to leave accommodation
- Checks via a credit reference agency