Dear Applicant

NEW HOUSING WAITING LIST APPLICATIONS

To support your application please provide the following (photocopies only):

PROOF OF IDENTITY
- Passport, per household member
- Full Birth Certificate, per household member
- Driving Licence, per household member

PROOF OF TENURE
- Mortgage Statements or Deeds for any owned property
- Tenancy/Licence Agreement signed by all parties

If you do not rent, or own a property, but live with family/friends please provide 2 bills/official letters to your home address

PROOF OF INCOME
- Wage slips (all applicants) if applicable
- Benefit Entitlement Letter/s (main/joint applicant/s) if applicable
- Pension Entitlement Letter/s (main/joint applicant/s) if applicable
- Child Benefit letter (pages 1 and 2) if applicable

PROOF OF PREGNANCY
- MatB1 certificate from your GP/Midwife if applicable

Extra Care Only
- Power of Attorney (copy of)
- Extra Care Self-Assessment (copy of)
- Dementia Diagnosis (confirmation of diagnosis)
- Care Plan (copy of)

If you do not provide the correct documentation, this will delay the processing of your application.

Please mark each copy with your name and address as it appears on the application form.

Please ensure you complete the form in full. If you do not, we will return it to you and this will delay your application.

If you have any questions, please call the Housing Needs Team on 0118 974 6760.