

## Housing Options: Documentation Required

In order that we may make a full assessment on your application for housing advice, it is important that the correct documentation is provided to us to verify identity and eligibility. All applicants' requesting housing advice will be asked to provide documents in support of their request; these documents can be brought into the Civic Centre or scanned at any Library within the Borough of Poole.

**Please use this ticklist to help you gather the information that you need to provide for your application.**

**Please try and provide all the documents for your application at the same time, rather than providing different documents separately as this will prevent delays in the processing of your application.**

<b>Two Proofs of identify for each adult application from the below list:</b>	<b>Tick</b>
Passport – this must be current and valid	
Full Birth Certificate – not the short-form version	
Full Photo card Driving Licence	
Provisional Driving Licence	
Marriage/Civil Partnership Certificate	
Home Office Residence Permit	
GP Registration Letter	
BoP Connect Card – this must be current and valid	
EU Members ID Card	
HM Forces Identity Card	
Firearms Certificate	
Employment Photo ID	
Blue Badge (Blue persons disabled parking badge)	
A letter from a professional (Local Government or NHS employee) working with you, confirming your identity, how long they have known you and in what capacity.	
Validate UK and Citizen Cards	
<b>Two proofs of address from the below list:</b>	
Utility Bills e.g. Gas, Electricity, Water – dated within the last four weeks (Mobile Telephone Bills are excluded)	
Award letter from the Department of Work and Pensions/Job Centre Plus/Pension Service or Housing Benefit – dated within the last four weeks	
Letters from official bodies e.g. Council Tax, Housing Benefit, Schools, NHS, Solicitors, social services etc. – dated within the last four weeks	
Mortgage Statement – Dated within the last 6 months	
Council Tax Statement – Dated within the last 6 months	
Bank Statement dated within the last four weeks showing current address.	
<b>Proof for dependant children (Any child aged 18 or under in Full time Education)</b>	
<b>Essential::</b> Full Birth Certificates	
Child Benefit/Child Tax Credit Award Letters dated within the last twelve months and/or a bank statement dated within the last four weeks showing receipt of payments.	
<b>Immigration status – if applicable</b>	

Home Office Documents confirming immigration status	
Accession Workers Authorisation Certificate or Registration Certificate – applies to Croatian nationals only	
Passport containing Visa/Residence Permits – essential if applicable - must be current and valid	
National Identity Card	
<b>Proof of income for each adult in the household – All that apply</b>	
12 weekly or 3 monthly current and consecutive pay slips	
Award letter from the Department of Work and Pensions/Job Centre Plus/Pension Service – dated within the last four weeks	
Award letter for Tax Credits	
For the self employed trading accounts for the last two financial years	
<b>Savings and capital</b>	
<u>Essential:</u> Last 3 months consecutive bank/building society statements for all accounts held. This must be printed at the bank and stamped by an Officer of the bank to confirm authentication.	
Certificates for any holdings premium bonds, National Savings Certificates, Individual Savings Accounts (ISA's), Stock, Shares and Unit Trusts	
For any property owned the most recent mortgage statement along with a valuation dated within the last 2 months – this could be an Estate Agents opinion	
<b>Evidence of tenancy – <u>1 required</u></b>	
Current tenancy/ licence agreement	
Rent Book	
Letter confirming tenancy from landlord or agent	
Letter from the host – with regard to any supported placement	
<b>Evidence of National Insurance Number – <u>1 required</u></b>	
National Insurance Card	
Award letter from the Department of Work and Pensions/Job Centre Plus/Pension Service – dated within the last four weeks	
P60, P45 or pay slip	

At point of initial housing advice, scanned documents and photocopies are accepted. We may however contact you to provide the original, if necessary.

**Please note: you may be asked to provide the updated originals of your documents at the Civic Centre in Poole at a later stage in your application for housing assistance.**