In order that we can assess your application, we require you to provide the following original documents:

1. **IDENTIFICATION FOR ALL PERSONS WHO YOU WISH TO INCLUDE ON YOUR APPLICATION**
   - Passports (if not a British citizens please see number 3)
   - Full Birth Certificates

2. **PROOF OF INCOME**
   - Last 5 weeks or 3 months’ payslips
   - Income Support or Jobseeker’s Allowance letter or ESA entitlement
   - Child Benefit letter, showing confirmation of entitlement
   - Tax Credit letter, showing current award
   - Proof of any other benefits, i.e. DLA or Incapacity benefit or PIP
   - Proof of any private or state Pensions. This includes Pension Credit.

3. **IMMIGRATION STATUS**
   - Most recent letter from the Home Office or stamp within your passport
   - Proof of working continuously for the past 12 months (pay slips or accounts for self-employed or company directors)

4. **MEDICAL CIRCUMSTANCES**
   - Letter from your GP or Specialist, concerning any serious health problems that you have and the details of any treatment being received.
   - Proof of pregnancy – letter from your GP or ante-natal file – stating EDC

5. **MARITAL STATUS**
   - Marriage Certificate
   - Letter from a solicitor, explaining details of legal separation
   - Divorce papers, including property settlement details and/or custody of children matters

6. **PROOF OF HOMELESSNESS**
   - Notice Requiring Possession, Possession Order or Bailiff’s Warrant
   - Letter from relative or friend, in whose property you are staying, asking you to leave and explaining why. This letter must be signed, addressed, dated & must provide a contact phone number. This letter should, ordinarily, give you 28 days’ notice to vacate the premises
   - Letter from your employer terminating your employment - if accommodation is provided with your job - accompanied by your original contract of employment.
   - Letter from the Police, Fire Service, a Solicitor or any other organisation, referring you to the Housing Advice Centre

   - Utility Bills – Gas, electricity, water, mobile phone or other utility bill
   - Bank or Building Society statements or general correspondence
   - Tenancy Agreements, Mortgage statements or Council Tax statements
   - Medical cards
   - General correspondence formally addressed to you
NB: This list is not conclusive and other documents may also be required. A Housing Adviser will inform you if this is the case.