













## Documents required to support your housing application




	Why we request these documents	What documents are acceptable
<b>Eligibility</b>  	To demonstrate eligibility for housing in the UK	<p>Required for all members of the household including children:</p> <p><b>UK and ROI nationals</b> – birth certificate or current passport. Where not your own children, an adoption/residence/guardianship order or fostering agreement will be required;</p> <p><b>EEA nationals (except Croatian nationals)</b> – current passport, country ID card or similar document;</p> <p><b>Croatian nationals</b> – blue worker registration certificate, purple accession worker card or yellow student registration card;</p> <p><b>For nationals of other countries and refugees</b> – current passport or Home Office leave to remain letter.</p> <p>Please note if you have a current award of Council Tax Reduction or Housing Benefit paid by Wiltshire Council we do not require this information.</p>
<b>Residency</b>  	To confirm your current residence and assess your housing need	If you have been continuously resident in Wiltshire Council's area for two years and registered for Council Tax purposes, we can confirm your connection. If you are not registered for Council Tax, please provide an official document showing name and address from the last three months eg a utility bill, bank statement or Council Tax bill
<b>Residency and parish connections</b>  	To confirm residency in or association with Wiltshire Council's area and, where relevant, connection(s) to particular parishes in the council's area for bidding purposes	<p>Connections to the council's area and to parishes are based upon either continuous residency for two years+, employment, close family members' residency or special reasons, for example a need to receive services in our area which are not available elsewhere. If you have been continuously resident in Wiltshire Council's area for the last two years and registered for Council Tax purposes, we can confirm your connection to the area. If not, the documents needed are as follows: (please visit <a href="http://www.homes4wiltshire.co.uk">www.homes4wiltshire.co.uk</a> for further information)</p> <p>Either</p> <p>Where continuously resident for the last two years, an official document from three months ago or less and another official document from two – three years ago showing your name and address. If you have moved in that time, we require a document for each address</p> <p>or</p> <p>Proof of employment/offer of employment. Contract of employment, or letter from employer, or payslips if these show</p>


		<p>the place of work, or employment offer letter (for 12 months minimum) including the start date. If you are self-employed, please provide evidence of contracts in the Wiltshire Council area</p> <p>or</p> <p>If you have special reasons to be in the Wiltshire Council area, a letter or email will be required from the company, service or individual giving (or needing) the service, which we will then consider on a case by case basis</p>
<p><b>Capital</b></p> 	<p>To check that housing applicants cannot meet their own housing need in the marketplace. In assessing this, we consider applicants' housing requirements eg wheelchair accessible homes being more expensive than ordinary homes</p>	<p>Capital is funds in bank/building society accounts, savings accounts, pensions, stocks and shares, national savings certificates, ISAs, unit trusts, premium bonds, trusts, dividends or property. It includes occupational pension lump sums or capital sums expected to be received by the applicant and/or joint applicant within three months. We need account statements for applicant and joint applicant where relevant and these</p> <ul style="list-style-type: none"> <li>• must be dated within the last three months and state the applicant's name, address and balance, or</li> <li>• if only provided annually, the most recent statement</li> </ul> <p>Where an applicant or joint applicant is due to receive an occupational pension lump sum or capital sum within the next 12 months, we require the most recent pension statement showing the predicted lump sum award and likely pension income, or details of the expected capital sum.</p> <p>Except where you are seeking Extra Care or supported/sheltered housing, we need –</p> <ul style="list-style-type: none"> <li>• a valuation of the property</li> <li>• a mortgage statement, where relevant, and</li> </ul> <p>where the property is let, a business account statement for the preceding tax year</p>
<p><b>Income</b></p> 	<p>To evidence income</p>	<p>Documents to evidence your current income:</p> <p>If you have a current award of Council Tax Reduction or Housing Benefit paid by Wiltshire Council and are in receipt of other benefits as your form of income, you do not need to provide the following information. If the above does not apply, please provide the following;</p> <ul style="list-style-type: none"> <li>• Two complete months' bank/building society statements (dated within last three months and stating name and address) or</li> <li>• Two payslips if paid monthly or five payslips if paid weekly (dated within last three months) and/or</li> <li>• Complete award letters for all current benefits and/or tax credits dated within the last 12 months</li> </ul>

		<ul style="list-style-type: none"> <li>• If self-employed, preferably audited business accounts for the past financial year and quarterly reports to date. Where the business has commenced recently, a copy of the business accounts for the current financial year. Such documentation must include the applicant's name and the business address</li> </ul>
<p><b>Medical, Welfare or Care/Support Needs</b></p> 	<p>To understand how your health or welfare will be improved by moving home</p>	<p>If you have an existing and recent document from a clinician (for example a nurse specialist, consultant, GP) or other professional (health visitor, social worker or occupational therapist) that states how your health or welfare will be improved by moving home, Homes4Wiltshire will consider it. If you do not have a document, please do not request a new one. Instead please provide a copy of your patient summary. This information can be downloaded free of charge from the surgery website. If you do not have an online account with your surgery, for example to request repeat prescriptions or appointments, its staff will help you create one. If you are struggling to cope in your present home because of its physical unsuitability, and it cannot be adapted for your needs, you may request a housing occupational therapy assessment. If you reside in Wiltshire Council's area, please contact the council's Adult Care Department on <b>0300 456 0111</b>; if not, please contact your own local authority.</p> <p>If you seek Extra Care Housing, our colleagues in Adult Care will be in contact with you to perform a care and support assessment. The assessment is essential if you wish to be considered for Extra Care Housing. If you do not wish for a care and support assessment, please telephone Homes4Wiltshire on <b>0300 456 0104</b>.</p>

<p>Dependency of children</p> 	<p>To confirm that your home is your child's main and principal residence and is dependent upon you</p>	<p>If you have a current award of Council Tax Reduction or Housing Benefit paid by Wiltshire Council and are in receipt of other benefits as your form of income, you do not need to provide the following information.</p> <p>Otherwise please provide, <b>Complete</b> Child Tax Credit <i>or</i> Child Benefit award letters from the <b>current tax year or the previous tax year if within the last six months</b> showing your name and address and your children's names, and/or a <b>complete bank or building society statement</b> from within the last three months, showing the parent's name and address, including credits for Child Benefit and, if relevant, Child Tax Credit (may be the same statement(s) as for income). If you have more than two children, and are not receiving Child Tax Credit, please supply a standard letter addressed to you as the parent of the child from a GP, health visitor service, registered child minder, children's nursing service or school showing you are the parent contact for the child. You should not need to request this specially, because all these agencies will have corresponded with you.</p> <p>If you are caring for a child who is not your own, and no adoption or special guardianship order has been made, you will need confirmation from social care of this arrangement. Please supply any letters from the relevant department. We may check with other professionals that a child resides with you.</p>
<p>Pregnancy</p> 	<p>To confirm your pregnancy</p>	<p>Your maternity notes or MATB1 showing the Expected Due Date (EDD). Please note that we will only include an expected child or children as giving rise to a need for an additional bedroom 14 weeks prior to the EDD.</p>
<p>Approved to foster or adopt?</p> 	<p>To confirm approval as a foster parent</p>	<p>Letter from local authority fostering team, from Adoption West or a registered voluntary adoption agency</p>

<p>Injured or disabled armed/ reserve forces or armed forces widow/er?</p> 	<p>To confirm injury or disability or armed forces widow or widowhood</p>	<p>MOD letter confirming injured, disabled or widowed in the course of service in the armed forces, or Guaranteed Income Payment (GIP), Armed Forces Independence Payments (AFIP) or War Widow/er's Pension award letters from current tax year</p>
<p>Need for additional bedroom?</p> 	<p>To confirm that a child or adult needs a separate bedroom or a bedroom is needed for a carer</p>	<p><b>For child</b> – Clinician's letter confirming that child cannot share a bedroom plus Disability Living Allowance (DLA) middle or high care component (if you already have a letter in your possession)</p> <p><b>For adult</b> – Clinician's or occupational therapist's letter confirming that it would be unreasonable for a couple to share a bedroom because of the disability of one or both parties and the physical requirements of the disabled person in the bedroom (eg special bed, hoist, other transfer equipment) (if you already have a letter in your possession) plus either Personal Independence Payment (PIP), Disability Living Allowance (DLA), Attendance Allowance (AA) or Armed Forces Independence Payments (AFIP) daily living component or middle or higher rate care</p> <p><b>For carer</b> – Written Care Act Assessment of regular overnight personal care need from carer or social worker, plus either Personal Independence Payment (PIP), Disability Living Allowance (DLA), Attendance Allowance (AA) or Armed Forces Independence Payments (AFIP) daily living component or middle or higher rate care</p>
<p>Management of housing debts</p> 	<p>To confirm all rent accounts are either up to date or, if there are arrears, these are being managed</p>	<p>A six month rent statement for all housing applicants that are currently a private or social housing tenant except Wiltshire Council tenants.</p> <p>Where you have current or former housing debts, we need evidence that you have maintained regular consistent repayments for six months or paid more than half the debt and are continuing to make repayments. Please note that some</p>

		households with an emergency need for housing only have to have made repayments for three months
<p><b>Homeowners</b></p> 	To confirm that your owned home is unaffordable or, if you are seeking Extra Care Housing, whether you could consider shared ownership	<p>If your mortgage is unaffordable, please supply a formal financial statement plus</p> <ul style="list-style-type: none"> <li>• your most recent mortgage statement</li> <li>• confirmation from your mortgage lender confirming that all options under the Pre-Action Protocol have been exhausted and your mortgage repayments cannot be reduced to an affordable level</li> <li>• a valuation of the property</li> <li>• proof of all unsecured debts listed in the financial statement (either the credit agreements or most recent statements)</li> </ul> <p>Our Housing Options colleagues will then offer you advice†</p> <p>For Extra Care accommodation, please note that you will need a buyer for your home to be offered a shared ownership unit in an Extra Care scheme. Please further note that some housing providers will not consider owner-occupiers or housing applicants with £16,000 or more in capital except where they cannot meet their housing need in the open market by selling the home and purchasing a private extra care home.</p>
<p><b>Personal Representative</b></p> 	For Applicants lacking capacity only	<p>Court order or letter confirming that the person who acts for the applicant in business and financial affairs has appropriate authority to act for him/her. It will refer to either Enduring or Lasting Power of Attorney, appointeeship or deputyship.</p> <p>NB All applicants lacking capacity require a personal representative.</p>
<p><b>Risk of homelessness</b></p> 	Evidence of risk of loss of accommodation	<p>If you are homeless or threatened with homelessness, we need evidence. Please do not ask your landlord for notice even if you believe that your home is unsuitable, unaffordable or in disrepair‡</p> <p><b>If you are a private tenant and your tenancy commenced before October 2015</b>, Section 21 notice, Deposit Protection Scheme documentation and tenancy agreement</p> <p><b>If you are a private tenant and your tenancy commenced after 1 October 2015</b>, Section 21 notice (prescribed 6A form), Deposit Protection Scheme documentation, tenancy agreement, EPC Certificate, gas certificate, How to Rent booklet, Possession Order and Warrant for Eviction if applicable</p> <p><b>If you have been asked to leave by a family member/ friend</b> and have received written notice, the notice and the householder's telephone number. If not, please do not ask for one; please supply the number to allow Housing Options to discuss your housing situation with you†</p>

		<p><b>If you hold a commercial lease or license agreement for your home, the notice and a copy of the contract</b></p> <p><b>If you believe your present home is unaffordable, please provide a budget form or Financial Statement, and evidence of the debt advice that you have taken, if any</b></p> <p><b>If you are sleeping rough or have nowhere to park the caravan or boat in which you normally live please let us know or contact Housing Options directly†</b></p> <p><b>If you are suffering harassment or abuse please see below</b></p>
<p><b>Harassment/abuse</b></p> 	<p>Evidence of harassment /abuse</p>	<p>If you are experiencing harassment, please complete the Harassment Form on the Homes4Wiltshire website at <a href="http://www.homes4wiltshire.co.uk">www.homes4wiltshire.co.uk</a> or ring <b>0300 456 0104</b> for a paper copy and either return it to us or, if you are a council or housing association tenant, give the form to your local housing officer</p> <p>NB If you believe you or a member of your household is at risk of abuse or physical violence in your present home, please contact the police and Housing Options†</p>

\*\* We will consider whether the equity in the home is sufficient for you to meet your housing need in the marketplace

† Our colleagues in the Housing Options team by email on [homeless@wiltshire.gov.uk](mailto:homeless@wiltshire.gov.uk) or by phone on 01225 718005, 01249 706666 or 01722 434233

‡ A legal advisor may be found via the Gov.UK website at <http://find-legal-advice.justice.gov.uk/> and, if you are on a low income, you may be entitled to free legal help if you are at risk of losing your home