

**NWL Homes**

**Choice Based Letting Scheme**

List of evidence needed to support your application

Please note that this list provides the basic evidence needed for an application. Further evidence may be required depending on your circumstances.

Evidence should be a digital or scanned copy of the document or a clear and readable digital photo.

If you are unable to provide any of the documents or need help then please contact us on Freephone 0800 183 0357

| **Main and Joint Applicant** | |
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| Proof of local connection  For either Main or Joint applicant | Evidence of one of the following:   * Address history (see below) * Address history of close family member (see below) * Evidence of employment in District * Access arrangements with children under 18 * Time in Armed Forces or partners time in Armed Forces * Need to move due to injury, medical condition or disability as result of time spent in Armed Forces   Proof of address history should show:   * 6 months residence in settled accommodation * 6 months of last 12 months * 3 out of last 5 years   OR close family member address history showing current address and last 5 years in District |
| Photo ID | Passport, driving licence, travel card with birth certificate, identity card  If no photographic proof of identity then birth certificate together with a passport sized photo signed by the applicant and approved by a member of the Housing Choices Team. |
| Proof of National Insurance Number | Official document giving the person’s name and their National Insurance Number.  P45 or P60, a letter from HM Revenue and Customs, benefits statement, payslip or pension statement, letter from Jobcentre Plus, NiNo card |
| Proof of current address | Council Tax letter, utilities bill, bank statement, benefits entitlement letter, payslip or pension statement, letter from Job Centre Plus, confirmation of place on electoral role  The proof should be from the last 3 months |
| Bank statements | Last 3 months bank statements for ALL accounts held by both main and join applicants  These need to be itemised and show any income/benefits received |
| **Additional proofs that are required where applicable** | |
| Tenants  and  Renting under licence | Tenancy agreement or licence  PLUS  One of the following:   * Rent statement covering the last 6 months * Letter from landlord or letting agent confirming rent is up to date or amount of any rent arrears * Last 6 months bank statements showing standing order payments for rent / arrears |
| Home Owners | Mortgage statement |
| Confirmation of medical conditions | Evidence of medical conditions that affect housing need  Letter from doctor or health professional |
| Access to children | Evidence of overnight access 2 days a week on a regular basis   * Court order * Letter from mediator/solicitor/arbitrator * Letter from former partner/spouse * Evidence of receipt of child benefit |
| Criminal Convictions and Court Orders | Evidence of any unspent criminal convictions or court orders |

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| **Other household members - Adults over 18** | |
| Photo ID | Passport, driving licence, travel card with birth certificate, identity card  If no photographic proof of identity then birth certificate together with a passport sized photo signed by the applicant and approved by a member of the Housing Choices Team. |
| Proof of National Insurance Number | Official document giving the person’s name and their National Insurance Number.  P45 or P60, a letter from HM Revenue and Customs, benefits statement, payslip or pension statement, letter from Jobcentre Plus, NiNo card |
| Bank statements | Last 3 months bank statements for ALL accounts held  These need to be itemised and show any income/benefits received |
| Proof of current address | Council Tax letter, utilities bill, bank statement, benefits entitlement letter, payslip or pension statement, letter from Job Centre Plus, confirmation of place on electoral role.  The proof should be from the last 3 months |
| **Additional proofs that are required where applicable** | |
| Confirmation of medical conditions | Evidence of medical conditions that affect housing need  Letter from doctor or health professional |
| Criminal Convictions and Court Orders | Evidence of any unspent criminal convictions or court orders |

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| **Other household members – Children under 18** | |
| Birth certificate | Birth certificate for all children in household |
| **Additional proofs that are required where applicable** | |
| Confirmation of medical conditions | Evidence of medical conditions that affect housing need  Letter from doctor or health professional |
| Proof of National Insurance Number | For children over 16  Official document giving the person’s name and their National Insurance Number.  P45 or P60, a letter from HM Revenue and Customs, benefits statement, payslip or pension statement, letter from Jobcentre Plus, NiNo card |