

HOUSING REGISTER GUIDANCE ON PROOFS for IDENTIFICATION and ADDRESS

If you are applying to join the Housing Register as a single applicant or as a joint applicant with someone else, you will need to provide **proof of your identity and residence**.

We must see the ORIGINAL DOCUMENTS and we will photocopy them for our records. Please provide them in person if possible to the Customer Service Centre. If you send original documents by post, please note that we do not accept responsibility for their safe arrival or return and recommend you send by recorded delivery.

Identification:

Please provide any two from the ID list for each applicant and household member over 16 and dependant adults.

Photographic ID List

- Passport – any nationality
- UK Photo card, Driving Licence (Full or Provisional)
- EU National Identity Card
- Bus Pass ID
- HM Forces ID Card
- Proof of Age PD
- UK Firearms Licence
- NUS or College/University ID card

Non Photographic ID List

- Full Birth Certificate / Adoption Certificate
- Marriage Certificate/Civil Partnership Certificate
- UK Connexions Card
- UK NHS Card **-excluding maternity and prescription exception certificate**
- Disabled Parking Permit Approval Document (blue badge)
- National Insurance Card or notification letter
- Benefits Agency letter (within last 6 months) confirming entitlement to state benefit
- CRB Disclosure Certificate
- HM Revenue or Customs (incl VAT Inspectorate) notifications.
- Current EU Residence Permit

Address List:

Please provide proof of continuous residency in Stevenage for the last five years for each applicant. One proof for each year from different sources for each applicant, the current year should be showing a date within the last six months. (*SBC transfer tenants need only 2 proof of residence for the last six months*)

Each household member on the application over 16 and dependant adults must provide two proofs of address.

- **Any document on the identification list containing an address that has not been used to prove identity**
- Tenancy or License Agreement (Not applicable to SBC tenants)
- Council Tax bill payments and (or) UK Council Tax Statement
- TV Licence
- Bank/Building Society Statement
- UK P45/P60 Statement
- CRB Disclosure Certificate
- Addressed Payslip
- Benefit book/ statement / proof of benefits (Child Allowance/Pension)
- Child benefit notification or Court Order (to prove residence of child – see overleaf)
- UK Paper Driving Licence (non photocard)
- Vehicle Registration Document
- Motor Insurance Certificate (Not cover note)
- Home Contents Insurance policy
- GP or NHS letter confirming appointment or treatment
- Home Office letter confirming right to work or reside in the UK
- Home Office document showing Approved Immigration Status
- UK Court Claim Form (or other documentation issued by Court Services)
- Local Authority notice of Financial Support
- Letter from Support worker / Head Teacher
- Letter from School or College re - attendance
- Exam Certificate e.g. GCSE, NVQ, O'level
- Utility Bill (inc. mobile phone contract/bill, Gas/Electric, Digi TV, Internet)
- Store / Credit Card Statement
- Mail Order Catalogue Statement
- Financial Statement
- UK Connexions / NUS Card

OTHER PROOFS THAT WILL BE REQUIRED TO ASSESS BANDING:

Proof of ending ownership of other properties:

Please provide three proofs for each applicant and/or property, if applicable

- A letter from a Solicitor **OR** Building Society confirming the assets realised from the sale or transfer of the property **AND**
- the Completion statement **AND**
- A Certificate of Sale **OR** a letter of confirmation of sale/transfer from a Solicitor **OR** a Building Society

For a fee, the Land Registry can provide an office copy of the property register. The website address is www.landregistry.gov.uk

Armed forces:

Please provide a record of your current or former service details.

Proof of no fixed abode:

Please provide a letter from two occupiers of addresses where you are staying on a casual/temporary basis or if street homeless, written confirmation from the Jobcentre Plus that you attend the Jobcentre Plus office daily to register.

Proof of anti-social behaviour /convictions:

Please provide details of your court orders or convictions for any unspent convictions as per our Allocation Policy section 13.4.

Your probation officer should be able to assist you, if you do not have a probation officer then please contact us for further advice.

Proof of marriage or civil partnership

Please provide a recognised Marriage Certificate OR relevant legal document.

Proof of co-habitation of more than six months

Please provide any TWO documents from the Proofs of Residence List for EACH applicant that shows the person resident at the current address more than six months ago.

Children resident with you

Please provide a birth certificate, full version, for each child who is permanently resident with you and is included in your application, and proof of their residence with you. If you only hold a shortened version of a birth certificate we will require child benefit or child tax credit notification letters relating to the child to accompany the certificate.

If your child is over 16 two documents showing proof of residence will also be required.
Other related documents required as proof of permanent residency of a child can include:

An order from the court stating that you have full custody or in the absence of such a statement, a letter from Social Services proving you have full custody of the child(ren).

The home address and next of kin details registered with the School and GP for the child(ren)

Dependant adults

If a dependant adult is included on your application and is in full time education please provide child benefit or tax credit notification letters and a letter confirming attendance from the school, college, university etc.

If the dependant adult is under the your care please provide details of the needs of your dependant and any supporting evidence e.g. carers allowance details, letters of support from social services or professional organisation.

Name Change

Please provide official documentation showing your legal name change.

Proof of Immigration status

Refugee/asylum seeker. Please provide a Travel Permit with endorsement of refugee status

EEA citizens. Please provide your Passport or National Identity Card with appropriate endorsements or visas. We may need to see proofs of your employment history in the UK.

Non-EEA citizens. We will need to see passports and endorsements or visas to assess if you are eligible.

Housing Related Debts

If you have a repayment arrangement with your previous landlord, please provide a copy of the payment arrangement and evidence of continuous payment by providing a statement from the landlord of the agreed payments.

This is a brief guide only. If you have any queries about the proofs required, please contact the Lettings Team on **01438 242666** or email us at www.lettings@stevenage.gov.uk

Please be aware that before you are granted a tenancy, you will be asked to provide current passport-size photographs as further proof of ID, and proof of your continued residence in Stevenage or as a continued key worker working in Stevenage.