

# Sole to Joint Tenancy Application Guidance (Proofs for Identification and Address)

As you are applying to join an existing tenancy, 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.

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
- 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

- 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
- 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(s) for example, 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

### **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 your Tenancy Advisor on **01438 242666** or email us at [www.tenancyservices@stevenage.gov.uk](mailto:www.tenancyservices@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.**