**Verification Documents that can be accepted for your**

**Gateway to Homechoice application**

**Important!** We cannot assess your application until all required documents are received in Step 1.

Please do not send a partial set of documents.

It is your responsibility to check that you have supplied everything. Please do not ask us to check if you have supplied everything required as this delays us assessing applications.

|  |  |
| --- | --- |
| **Step 1: Provide Your Verification Documents** | |
| **Proof of identity**  For **everyone** on your application | * Passport OR Driving licence * Birth certificate * Marriage or divorce certificate * Name change - Deed Poll document if name on ID is different. |
| **Proof of Immigration/EU settlement status** | For anyone on your housing application who is not a UK Citizen.   * Home Office document confirming Status in the UK * Proof of EU Settlement Status * Resident permit * Share code (https://www.gov.uk/view-prove-immigration-status) * Please also complete a [Person From Abroad Form](https://www.babergh.gov.uk/documents/d/asset-library-54706/people-from-abroad). |
| **Proof of address**  For every adult (aged 18 or over) on your housing application. | * Council Tax statement OR a Utility bill (gas, electric, landline, water.) * Tenancy Agreement * Bank statement (if you are not a householder)   **Must show your current address and be dated within 1 month.** |
| **Proof of tenure**  For every adult (aged 18 or over) on your housing application. | * Your tenancy agreement for Private Sector or Housing Association Tenants only. *This is not required for tenants of Babergh or Mid Suffolk District Councils.* * OR Mortgage redemption statement * OR Licence agreement * OR Letter from parents/householder if you are living with friends or family. |
| **Proof of income**  For every adult (aged 18 or over) on your housing application. | **If employed,** please provide 3 monthly payslips for everyone in employment on your application.  **If self-employed**, please provide a tax return for everyone self-employed on your application. If self-employed for less than 1 year then a P60 and bank statement showing earnings.  **If unemployed,** please provide details regarding all benefits or pension income. Most recent benefits award letters or pension statement for all benefits or pensions that everyone on your application is in receipt of. If on Universal Credit, please take a screenshot of the full page of your latest payment.  **If retired,** please provide details regarding all benefits or pension income (private and/or state). Most recent benefits award letters or pension statement for all benefits or pensions that everyone on your application is in receipt of. If on Housing Benefit, please provide details / account summary. |
| **Proof of your financial situation - latest bank statements**  For every adult (aged 18 or over) on your housing application. | * Bank Statements are required for all adults on your application. * Must show the name and address and must include all pages of the statement. * Must be up to date/current and include a full month of income and expenditure. * Each statement should be in ONE document for each person. * Each adult is required to provide their latest statement for ALL their bank and savings accounts. |
| **Proof of children (if applicable)** | * Child benefit award letter including the page with child's / children's names. [Prove you qualify for Child Benefit - GOV.UK (www.gov.uk)](https://www.gov.uk/child-benefit-proof#If%20you%20need%20other%20proof%20you%20qualify), AND * A Bank statement showing Child Benefit being paid in for any children on your application.   If applicable,   * Child arrangements order stating more than 50% residence with you. |
| **Proof of Pregnancy** | * If anyone on your application is pregnant (Mat B1 form, or Hospital records showing your expected date of delivery or letter from midwife / doctor showing expected date of delivery.) |
| **Proof of** **property ownership or previous property ownership** | * **Proof of ownership** - If anyone on your application currently owns other residential property including caravans/mobile homes and boats, etc., (whether jointly or solely, in the UK or overseas). A current valuation is required. * **Proof of previous property ownership** - If anyone on your application previously owned property, land or caravan/mobile home in the last 10 years (whether jointly or solely, in the UK or overseas). A copy of the completion statement and bank statement showing the dispersal of sale proceeds. |
| **Proof of current or former service in His Majesty’s Forces** | * For current serving members – ID card and payslip, OR * A copy of forces pension statement and your service number, OR * Evidence that you are a bereaved spouse or civil partner of Armed Forces Personnel, OR * Evidence that you are currently Armed Forces Personnel OR Reserve Armed Forces Personnel. This will give priority within the Banding you are awarded.   This will give priority within the Banding you are awarded. |
| **Proof of local connection** if you do not already live in Babergh or Mid Suffolk area | **Work Connection:**   * Contract of your employment in the area to which you are seeking a connection.   **Family Connection:**  We can only consider a family local connection for a mother, father, or adult son/daughter or adult brother/sister.   * A council tax bill in the name of one of the above relatives, showing they currently live in the Mid Suffolk or Babergh area. * Proof that they have lived there for at least 5 years to the date of your application. * A letter from the family member authorising us to verify their council tax address history with the council tax database. We cannot carry out checks without this authorisation.   **Important –** if you have specified a connection to a rural village, please ensure you provide supporting evidence. This is essential for consideration during shortlisting for properties with specific local connection criteria to a particular village or parish. |

|  |  |  |
| --- | --- | --- |
| **Signed Declaration**  For every adult (aged 18 or over) on your housing application. | | **A hand-signed and dated declaration**. [Download Verification Declaration (PDF)](https://www.babergh.gov.uk/documents/54707/114779/Verification-Declaration2.pdf/34f0935d-d61e-d01e-44f5-ca6b66a51043?t=1685560005904)  Please download this form, print, hand-signed (not typed) and return the declaration. If you are unable to print the declaration, please [contact us](https://www.babergh.gov.uk/contact-us) and a paper copy can be posted to you. |
| **Housing history form** | | **A fully completed Housing History form**, showing addresses, dates, landlords and reasons for leaving for at least the last 6 years, **for everyone** on your application. You can complete this online - [Verification Housing History](https://babergh-self.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-900e0840-a996-4b6b-bbd9-dc0eab09872c/AF-Stage-46548f5d-6f1c-463d-b426-b1fd6117f835/definition.json&process=1&process_uri=sandbox-processes://AF-Process-900e0840-a996-4b6b-bbd9-dc0eab09872c&process_id=AF-Process-900e0840-a996-4b6b-bbd9-dc0eab09872c)  Please let us know if you are unable to complete the online form. |
| **Step 2: Want Us to Consider Other Circumstances?** | | |
| If you want us to consider things like:   * Medical conditions & Welfare needs - [Complete the medical & welfare form](https://www.babergh.gov.uk/documents/d/asset-library-54706/medical-welfare-form_2023) * Risk of losing your current home * Financial issues – if struggling with day to day costs - [Complete the Financial Form](https://www.babergh.gov.uk/documents/d/asset-library-54706/financial-form-if-having-affordability-issues)   You’ll need to send supporting information. Please see below section, “Supporting Documents”.  Important! Additional banding priority or extra bedroom entitlement cannot be assessed without the relevant supporting information.  You can send this at any time – before or after your application is active, or if your circumstances change.  For a full list of banding categories and bedroom entitlement see our [Allocations Policy - July 2022](https://www.gatewaytohomechoice.org.uk/content/Information/AllocationsPolicyJuly2022). | | |
| **Supporting Documents** | | |
| **Medical Priority** | If you would like us to consider medical reasons as part of your housing application, please provide supporting information from your most regular health professionals. This should include details of your medical conditions, how your current housing is affecting your health, and how a move to a different property could help improve these issues.  Please also include information about your housing needs, any current medications, and any mobility aids you use, if applicable.   * You can download and complete a [Medical & Welfare Form](https://www.babergh.gov.uk/documents/d/asset-library-54706/medical-welfare-form_2023). * You can provide a copy of your patient summary, obtainable from your doctor’s surgery, without charge. This will include a copy of your prescription list. We do not ask for a doctor’s letter as you may be charged for this. * Please provide a copy of your disability benefits award letters, stating who they are for. For example:   Disability Living Allowance (DLA)  Personal Independence Payment (PIP)  Carer’s Allowance   * Other examples of supporting information can include:   Copy of Occupational Therapist assessment  Copy of recent hospital discharge summary  Copy of Consultant/diagnosis/assessment outcome letters (NOT appointment letters).  Important - Additional banding priority or extra bedroom entitlement will not be assessed without the relevant supporting information. | |
| **Additional bedroom on medical or welfare grounds** | **For a child**  Supporting information from your most regular health professionals detailing:   * Your child’s medical conditions and how your housing is making the situation worse. How a move to a different property will improve these issues, stating your housing needs. * We need to see information that confirms a child’s relevant diagnosis. For example, a copy of the following:   a consultant’s letter an autism assessment outcome  an Education, Health & Care Plan (EHCP) an Occupational Therapist (OT) report  **For an adult**  Supporting information detailing why a separate bedroom is essential. For example, where a hospital bed or large/noisy medical equipment is required. | |
| **Homelessness** | Provide a copy of any eviction notices that you have been issued with. You may also contact Housing Solutions on 0300 123 4000 for further advice.  This may include the following:   * Section 21 Notice seeking possession. * Eviction letter from family / friends. * Accelerated possession order. * Notice of Repossession hearing / order. | |
| **Welfare assessments** | If you wish for us to consider welfare reasons, please provide supporting information:   * Affordability issues – You can download and complete a [Financial Form](https://www.babergh.gov.uk/documents/d/asset-library-54706/financial-form-if-having-affordability-issues). * Supporting evidence from relevant agencies, e.g. Police, landlord, advocates, support workers/agencies. Details of how a move to a different property will improve these issues, stating your housing needs and current risk of harm and where you will be safer. * If you are at risk of harm and in immediate danger, please contact 999. * If you wish us to consider your housing condition or neighbourhood issues, please read the next two sections. | |
| **Housing Conditions** (e.g., Damp, Mould, Repair issues, room sizes, etc. | If you would like to support regarding the condition of your property, you should contact your landlord in the first instance. If the issue is not resolved within a reasonable period, you can report it to your local council’s Private Sector Housing department using their [Report it](https://www.babergh.gov.uk/report-it?p_l_back_url=%2Fsearch%3Fq%3Dnoise%2Bnuisance) service. They may be able to assist in negotiations with your landlord (private sector or housing association landlords only.  If your situation remains unresolved after this, you can submit any reports or correspondence from your landlord, letting agent, and/or Private Sector Housing officer to Gateway to Homechoice for consideration.  Please note: Priority will not be assessed without this evidence. | |
| **Neighbourhood issues** | To report a noise or neighbour-related complaint, you will need to keep a diary of events. This should include dates, times, and brief details of each disturbance. You must do this over a reasonable period - typically a minimum of 4 to 6 weeks.  Once completed, you can submit the diary to your landlord and your local council’s Environmental Health department via their [Report it](https://www.babergh.gov.uk/report-it?p_l_back_url=%2Fsearch%3Fq%3Dnoise%2Bnuisance) service for further support in addressing the issue.  If the problem remains unresolved and is deemed unresolvable, you can request copies of any reports made by your landlord, letting agent, and/or Environmental Health officer. These can then be submitted to Gateway to Homechoice for consideration in relation to your housing banding.  Please note: Priority will not be assessed without this evidence. | |
| **Other Information** | | |
| **Social Housing Tenants**    If you have been housed into a Social Housing property within the last 12 months your application will be suspended and you will not be able to bid again until 12 months has elapsed.  If you are a joint tenant in Social Housing and you have not included your joint tenant on your housing application, your application will be suspended until the joint tenancy is resolved. | | |