

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	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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
Proof of address For every adult (aged 18 or over) on your housing application.	<ul style="list-style-type: none"> • Council Tax statement OR a Utility bill (gas, electric, landline, water). • Tenancy Agreement • Bank statement (if you are not a householder) <p>Must show your current address and be dated within 1 month.</p>
Proof of tenure For every adult (aged 18 or over) on your housing application.	<ul style="list-style-type: none"> • Your tenancy agreement (Private Sector or Housing Association Tenants only) - <i>This is not required for tenants of Babergh or Mid Suffolk District Councils.</i> • 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	<ul style="list-style-type: none"> • If employed: Please provide 3 monthly payslips for <u>everyone in employment</u> on your application.

your housing application.	<ul style="list-style-type: none"> • If self-employed: Please provide a tax return for <u>everyone self-employed</u> 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 <u>everyone</u> on your application is in receipt of. <ul style="list-style-type: none"> ○ If on Universal Credit, please provide your latest statement. • If retired: Please provide details regarding all benefits or pension income (private and/or state). Include the most recent benefit award letters or pension statements for all benefits or pensions that <u>everyone</u> on your application is in receipt of. <ul style="list-style-type: none"> ○ If on Housing Benefit, please provide details or an account summary.
Proof of your financial situation - latest bank statements For every adult (aged 18 or over) on your housing application.	<ul style="list-style-type: none"> • Bank Statements are required for <u>all adults</u> on your application. • Statements must show the name and address and must include all pages of the statement. • Statements must be up to date/current, and include a full month of income and expenditure. • Each statement should be provided as one complete document per person. • Each adult is required to provide their latest statement for all their bank and savings accounts.
Proof of children (if applicable)	<ul style="list-style-type: none"> • Child benefit award letter including the page with child's / children's names. Prove you qualify for Child Benefit - GOV.UK (www.gov.uk), • A Bank statement showing Child Benefit being paid in for any children on your application. <p>If applicable,</p> <ul style="list-style-type: none"> • Child arrangements order stating <u>more than 50%</u> residence with you.
Proof of Pregnancy	<ul style="list-style-type: none"> • If anyone on your application is pregnant (Mat B1 form, or Hospital records showing your expected date of delivery or letter from midwife or doctor showing expected date of delivery.)
Proof of property ownership or previous property ownership	<ul style="list-style-type: none"> • Proof of current ownership: If anyone on your application currently owns other residential property or land (including caravans, mobile homes, boats, etc.), whether jointly or solely, in the UK or overseas, a current valuation is required. • Proof of previous property ownership:

	<p>If anyone on your application previously owned property or land (including caravans, mobile homes, boats, etc.) in the last 10 years whether jointly or solely, in the UK or overseas), you must provide:</p> <ul style="list-style-type: none"> ○ A copy of the completion statement, and ○ A bank statement showing the dispersal of sale proceeds.
Proof of current or former service in His Majesty's Forces	<ul style="list-style-type: none"> • 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. <p>This will give priority within the Banding you are awarded (Bands A-D)</p>
Proof of local connection if you do not already live in Babergh or Mid Suffolk area	<p>Work Connection:</p> <ul style="list-style-type: none"> • Contract of your employment in the area to which you are seeking a connection. <p>Family Connection:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Signed Declaration For every adult (aged 18 or over) on your housing application.	<p>A hand-signed and dated declaration. Download Verification Declaration (PDF)</p> <p>Please download this form, print, hand-signed (not typed) and return the declaration. If you are unable to print the declaration, please contact us and a paper copy can be posted to you.</p>
Housing history form	<p>A fully completed Housing History form, showing addresses, dates, landlords and reasons for leaving for at least the last 6 years, for</p>

	<p>everyone on your application. You can complete this online - Verification Housing History Form</p> <p>Please let us know if you are unable to complete the online form.</p>
<p>Step 2: Want Us to Consider Other Circumstances?</p>	
<p>If you want us to consider things like:</p> <ul style="list-style-type: none"> • Medical conditions & Welfare needs - Complete the medical & welfare-form • Risk of losing your current home • Financial issues – if struggling with day to day costs – Complete the Financial Form <p>You'll need to send supporting information. Please see below section, "Supporting Documents".</p> <p>Important! Additional banding priority or extra bedroom entitlement cannot be assessed without the relevant supporting information.</p> <p>You can send this at any time – before or after your application is active, or if your circumstances change.</p> <p>For a full list of banding categories and bedroom entitlement see our Allocations Policy - July 2022</p>	
<p>Supporting Documents</p>	
<p>Medical Priority</p>	<p>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:</p> <ul style="list-style-type: none"> • Details of your medical conditions • How your current housing is affecting your health • How a move to a different property could help improve these issues. • Information about your housing needs, any current medications, and any mobility aids you use (if applicable). <p>Supporting documents may include:</p> <ul style="list-style-type: none"> • Download and complete a Medical & Welfare Form • A copy of your patient summary (available from your doctor's surgery free of charge). This includes your prescription list. <i>Please note: we do not require a doctor's letter as you may be charged for this.</i>

	<ul style="list-style-type: none"> • A copy of your disability benefit award letters, stating who they are for, e.g.: <ul style="list-style-type: none"> ○ Disability Living Allowance (DLA) ○ Personal Independence Payment (PIP) ○ Carer's Allowance • Other examples of supporting information (if available): <ul style="list-style-type: none"> ○ Occupational Therapist assessment ○ Recent hospital discharge summary ○ Consultant/diagnosis/assessment outcome letters (<i>not appointment letters</i>). <p>Important - Additional banding priority or extra bedroom entitlement will not be assessed without the relevant supporting information.</p>
Additional bedroom on medical or welfare grounds	<p>For a child</p> <p>Please provide supporting information from your most regular health professionals detailing:</p> <ul style="list-style-type: none"> • 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. <p>We need to see information that confirms a child's relevant diagnosis. For example, a copy of the following:</p> <ul style="list-style-type: none"> • a consultant's letter or assessment outcome • an Education, Health & Care Plan (EHCP) • an Occupational Therapist (OT) report <p>For an adult</p> <p>Please provide supporting information detailing why a separate bedroom is essential. For example, where a hospital bed or large/noisy medical equipment is required.</p>
Homelessness	<p>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.</p> <p>This may include the following:</p> <ul style="list-style-type: none"> • Section 21 Notice seeking possession. • Eviction letter from family / friends. • Accelerated possession order.

	<ul style="list-style-type: none"> • Notice of Repossession hearing / order.
Welfare assessments	<p>If you wish for us to consider welfare reasons, please provide supporting information:</p> <ul style="list-style-type: none"> • Affordability issues – You can download and complete a Financial Form. • 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.	<p>If you would like to seek support in relation to the condition of your property, you must contact your landlord in the first instance.</p> <p>If you privately rent and discussions with your landlord do not resolve the issues after a reasonable period of time, you can report the problems to your local council's Private Sector Housing department via the Report it service. They may be able to assist in negotiations with your landlord.</p> <p>If, after this, your situation remains unresolved, you can submit the reports made by your landlord/letting agent and/or Private Sector Housing officer to Gateway to Homechoice for consideration. Priority will not be assessed without this evidence.</p>
Neighbourhood issues	<p>To file a noise or neighbour complaint, you will need to keep a diary of events, including times, dates, and brief details of each disturbance. This should be maintained for a reasonable period of time (e.g., a minimum of 4–6 weeks).</p> <p>Once completed, submit the diary to your landlord and your local council's Environmental Health department via their Report it service for further support in addressing the issues.</p> <p>If, after this, the issues remain unresolved, you can request copies of the reports made by your landlord/letting agent and/or Environmental Health officer and send them to Gateway to Homechoice for consideration regarding your banding. Priority will not be assessed without this evidence.</p>