

**Verification Documents that can be accepted for your
Gateway to Homechoice application.**

For your application to be assessed and made active for bidding, you **MUST** provide a copy of ALL the following in Section 1 and, if applicable, documents in Section 2.

Section 1 (Essential documents we can accept)	
<p>Proof of identity</p> <p>For everyone on your application</p>	<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.
<p>Proof of address</p> <p>For every adult (aged 18 or over) on your housing application.</p>	<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>
<p>Proof of tenure</p> <p>For every adult (aged 18 or over) on your housing application.</p>	<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.
<p>Proof of income</p> <p>For every adult (aged 18 or over) on your housing application.</p>	<p>If employed, please provide 3 monthly payslips for <u>everyone in employment</u> on your application.</p> <p>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.</p> <p>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. If on Universal Credit, please take a screenshot of the full page of your latest payment.</p> <p>If retired, please provide details regarding all benefits or pension income (private and/or state including pension credit). Most recent benefits award letters or pension statement for all benefits or pensions that <u>everyone</u> on your application is in receipt of. If on Housing Benefit, please provide details/account summary.</p>

<p>Proof of your financial situation - latest bank statements</p> <p>For every adult (aged 18 or over) on your housing application.</p>	<ul style="list-style-type: none"> • Bank Statements are required for <u>all adults</u> 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/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.
<p>Proof of children (if applicable)</p>	<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. • Child arrangements order stating more than 50% residence with you, if relevant.
<p>Signed Declaration</p> <p>For every adult (aged 18 or over) on your housing application.</p>	<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>
<p>Housing history form</p>	<p>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</p> <p>Please let us know if you are unable to complete the online form.</p>
<p>Section 2 documents (You MUST also supply the following IF they relate to your situation)</p>	
<p>Proof of Pregnancy</p>	<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/doctor showing expected date of delivery).
<p>Proof of Immigration/EU settlement status</p>	<p>For anyone on your housing application who is not a UK Citizen.</p> <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.
<p>Proof of property ownership or previous property ownership</p>	<ul style="list-style-type: none"> • 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.

<p>Proof of local connection if you do not already live in Babergh or Mid Suffolk area</p>	<ul style="list-style-type: none"> • A council tax bill for a mother, father or adult son, daughter, brother or sister, who currently lives in the Mid Suffolk or Babergh area and proof they have done so for at least 5 years before the date of your application OR a letter from that family member giving permission for us to check the council tax records. • Contract of your employment in the area to which you are seeking a connection. <p>Important – if you have specified a connection to a rural village, please provide evidence for this also to ensure you are considered during shortlisting for properties which have specific local connection criteria to a particular village or parish.</p>
<p>Proof of current or former service in His Majesty's Forces</p>	<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/ Evidence that you are currently Armed Forces Personnel OR Reserve Armed Forces Personnel. <p>This will give priority within the Banding you are awarded.</p>

Important – Applications will NOT be assessed until ALL of Section 1 documents are supplied and any Section 2 documents that apply to you are supplied. 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.

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.

SUPPORTING INFORMATION FOR ADDITIONAL CIRCUMSTANCES

You may ask us to assess additional aspects of your application such as any risk of you losing your current accommodation, medical conditions or welfare issues relevant to your housing.

To do this you will need to supply supporting information. This can be sent with the above documents or after your application has been made active.

Please supply a copy of any of any supporting information as one document not separate pages.

Important! Additional banding priority or extra bedroom entitlement cannot be assessed without the relevant supporting information.

For a full list of banding categories and bedroom entitlement see our [Allocations Policy - July 2022](#).

Supporting Documents	
Medical Priority	<p>If you wish for us to consider medical reasons, please provide supporting information from your most regular health professionals detailing your medical conditions and how your housing is making your health worse. How a move to a different property will improve these issues, stating your housing needs and current medications and mobility aids, if applicable.</p> <ul style="list-style-type: none"> • You can download and complete a Medical & Welfare Form. • 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 <u>not</u> 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). <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 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. • 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 <p>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.</p>

<p>Homelessness</p>	<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 friends/family. • Accelerated possession order. • Notice of Repossession hearing/order
<p>Welfare assessments</p>	<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.
<p>Housing Conditions (e.g., Damp, Mould, Repair issues, room sizes, etc.)</p>	<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. If this does not improve matters after a reasonable period of time, you can report the issues to your local council's Private Sector Housing department - Report it. 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.</p>
<p>Neighbourhood issues</p>	<p>To file a noise/neighbour complaint, you will need to keep a diary of events with times and dates and brief details of the disturbance. You must do this for a reasonable period of time, e.g. 4-6 weeks minimum. You can then submit this to your landlord and your local council's Environmental health department for further support to tackle the issues - Report it.</p> <p>If after this, the issues are deemed unresolvable, you can request a copy 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.</p>