

HOUSING REGISTER – DOCUMENT CHECKLIST
“HOME SEEKERS”

Housing Application Reference No. (Renewals Only): _____

Application Form Reference Number: HR _____

Full Name (Please print name of Sole/Joint Applicant) _____

Please send **ALL** required documents together rather than separately. Your application will not be assessed until all documents have been received. All documents must be received within 7 days of your initial application.

Please complete and return this checklist along with your documents to: housingoptions@brentwood.gov.uk or post them to: Housing Options, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY.

Please ensure that you include both your full name and your application HR reference number with ALL documents submitted.

The following documents are required **for every adult over 16 years** listed on your application:

DOCUMENT TYPE	DOCUMENT TITLE	PROVIDED (Please write in)
<p>A. IDENTIFICATION</p> <p>You must supply 2 x Passport style photographs AND 2 forms of ID from the adjacent list (one form of ID must be photographic).</p>	<ul style="list-style-type: none"> - 2 x Passport-Style Photographs AND - Passport - Birth Certificate - Driving License - Bus Pass (over 60s only) - Certified Photographs (with a supporting letter from the certifying professional) 	
<p>B. NATIONAL INSURANCE NUMBER</p>	<ul style="list-style-type: none"> - Proof of National Insurance Number. (e.g. NI Card, Wage Slips or Benefit Entitlement Letters) 	
<p>C. PROOF OF PREGNANCY (if applicable)</p>	<ul style="list-style-type: none"> - Proof of pregnancy, including the expected date of delivery 	
<p>D. PROOF OF LOCAL CONNECTION</p> <p>All documents listed in the adjacent column <u>must</u> be supplied</p> <p>Documentary evidence from Brentwood Borough Council (e.g. Council Tax) is NOT sufficient as external evidence is required.</p>	<ul style="list-style-type: none"> - Tenancy Agreement - Proof of Residency in Brentwood (official documents , dated within the last month) - Proof of Residency in Brentwood for 3 out of the last 5 years OR - Proof of Residency in Brentwood dated 6 months prior to this application OR - Proof of current family residence in the Borough and proof for each of the last 5 	

	<p>years.</p> <ul style="list-style-type: none"> - Confirmation documents of your reservist employment (if applicable) - Confirmation that you are a bereaved spouse/partner of HM forces member (if applicable). 	
<p>E. FINANCIAL INFORMATION</p> <p>**Every adult <u>must</u> provide bank statements for ALL bank/building society accounts. The statements <u>must</u> cover at least the last 3 months and clearly show account numbers and ALL transactions.</p> <p>Housing Register applications will remain deferred until ALL information requested is provided. If it is not provided in a timely manner from the date of application we reserve the right to cancel your application.</p>	<ul style="list-style-type: none"> - Employment Wage Slips (for the last 3 months) - Proof of all Benefits received - Child Benefit - Rent Statements - Bank Statements(**see note in left hand column) - Savings Account - Utility Bill Statements - Insurance Payments - Sky/Broadband/Internet Statements - Credit Card Statements - Loan Payments/Agreements - TV License Statements/Payments - Catalogue Agreements/Payments - Sale of Property Completion Statement 	
<p>F. DOCUMENTS REQUIRED FOR EVERY DEPENDANT PERSON ON YOUR APPLICATION (I.E. THOSE YOU CONTINUE TO RECEIVE CHILD BENEFIT FOR)</p>	<ul style="list-style-type: none"> - Full Birth Certificate which shows parental names (i.e. NOT the short version) - GP Medical Card/Letter - Child Benefit Entitlement Letter, dated within the last 6 months or Bank Statements clearly showing recent CB payments. - Proof of National Insurance Number (if dependant is aged 16-19) 	
<p>G. ANY RELEVANT MEDICAL EVIDENCE.</p>		
<p>H. ANY OTHER DOCUMENTS YOU HAVE PROVIDED.</p>		