**Documents/Evidence Required Checklist**

For all applicants, joint applicants and household members 18+ whom are to be housed with you, we will require:

* ID Proof,
* Address Proof and
* Income Proof
* Evidence you meet the residency qualification criteria

For all children within the household to be housed with you, we will require:

* ID Proof and Confirmation of child benefit

All evidence needs to be dated within the last 3 months excluding photo ID, all applicants will need to provide a current or last tenancy reference and may be required to provide tenancy references for up to 5 years.

Current COLC tenants will not need to provide proof of current address, other supporting docs will still be required.

**ID Proof** (1 item of photo ID or 2 items of non-photo ID).

* Passport / ID Card
* UK Driving Licence
* Bus pass
* HM Forces Identity Card
* Birth Certificate
* Marriage/divorce certificate
* Current DWP benefit confirmation letter
* Current Inland Revenue Tax notification

**Address Proof** (1 item relating to your current address).

* Utility Bill
* Current DWP benefit confirmation letter
* Council Tax Bill, current year
* Local Authority / Housing Association / Private tenancy agreement
* UK Driving Licence, with current address detailed
* Bank / Building Society / Mortgage Statement / Credit Union Statement or pass book
* Pay Slip
* Medical/GP Letter

**Income Proof** (Evidence of all income is required).

* Pay slips – last 3 months
* Bank Statements – last 3 months
* Contract of employment
* Child benefit
* Child/working tax credits
* DWP benefit confirmation letter
* Pension / Pension Credit
* P60

**Additional Information which may be requested**

* Immigration Status / Share Code
* Proof of pregnancy (with estimated due date)
* Name change deed (name changed by Deed Poll)
* Child access arrangements – Court Document or Letter from main carer/guardian
* Medical Form
* Any supporting medical information
* Supporting Information regarding any needs for adaptations or need for an extra bedroom
* Any supporting information or risks assessments from agencies e.g. Probation Service, Drug and Alcohol Rehabilitation Teams, Mental Health Services, Social Services.
* Confirmation of local connection e.g. letter from relative, proof of employment
* Mortgage Statement
* Notice to leave accommodation
* Checks via a credit reference agency