

## Evidence Needed to Support your Housing Application

You need to provide proof of all the things listed below if they apply to you, these need to be received within 2 weeks of your telephone interview.

**If you do not provide the proof, we will not put you on the Housing Register.**

If you are from abroad, we will need to see proof from section A and B.

### Section A

What Proof is Needed	Proof we will Accept
The address history for each household member	<ul style="list-style-type: none"> <li>You need to provide ALL the addresses each person has lived at during the last 5 years and the dates they moved into and out of the property</li> </ul>
<p>Identification for you and your joint applicant if you have one.</p> <p>This must include a photograph.</p> <p>Please provide one per person.</p>	<ul style="list-style-type: none"> <li>Passport</li> <li>Driving licence</li> <li>Bus pass</li> <li>Employee ID card</li> <li>Photo ID</li> <li>National ID card (government issued)</li> <li>Health Insurance card</li> <li>NHS Scotland ID card</li> <li>Social security card</li> <li>Armed forces ID card</li> <li>International student card</li> <li>National union student ID</li> <li>University ID</li> <li>UK government department card</li> <li>EU Identity card</li> <li>UK residence permit</li> <li>Birth certificate with signed photograph of yourself</li> </ul>
Identification for all the other people who will move with you.	<ul style="list-style-type: none"> <li>Any of the above</li> <li>Birth certificates</li> <li>Marriage certificates</li> <li>Medical card</li> </ul>
Proof of National Insurance number for you and the joint applicant.	<ul style="list-style-type: none"> <li>Letter from DWP</li> <li>National insurance card</li> <li>P60</li> <li>P45</li> <li>Wage slip</li> </ul>
Proof that you have dependent children.	<ul style="list-style-type: none"> <li>Child Benefit award letter</li> <li>Bank Statement – if child benefit payment is shown</li> </ul>
If you have access to children. To be considered as having access to children, the children or child must stay overnight with you for 3 nights.	<ul style="list-style-type: none"> <li>Court order</li> <li>Solicitors letter</li> <li>A letter from the child/children's primary carer confirming that they stay with you for 3 nights per week. This will need to include their name, address and telephone number as we will need to confirm the information is correct</li> </ul>
Proof that you are pregnant including your due date.	<ul style="list-style-type: none"> <li>Letter from your midwife or doctor</li> <li>Hospital maternity records</li> </ul>

<p>Proof that you have a connection to Derby. We call this a local connection.</p> <p>There are different ways that you can show you have a local connection, the column on the right tells you the different ways and what you would need to do to prove the local connection.</p> <p>If you are already a Derby Homes tenant or a Derby Housing Association tenant, you don't need to prove local connection.</p>	<p><b>You have lived in Derby for 6 out of the last 12 months or lived in Derby for 3 out of the last 5 years.</b> Please provide two of the following:</p> <ul style="list-style-type: none"> <li>• council tax statements</li> <li>• utility bills</li> <li>• tenancy agreements</li> <li>• housing benefit awards</li> <li>• official letters.</li> </ul> <p>These need to show your address and be dated. Example: To prove you have lived in Derby for six months you need to bring in 2 letters one dated over 6 months ago and one with a recent date.</p> <p><b>You are working in Derby.</b> Please provide one of the following:</p> <ul style="list-style-type: none"> <li>• contract of employment</li> <li>• letter from employer – on headed paper</li> <li>• letter from tax office</li> <li>• letter from accountant for self-employed or accounts.</li> </ul> <p><b>You have a Derby family connection, a grandparent/parent/adult child/brother/sister with whom you are in close contact.</b> Please provide the following:</p> <ul style="list-style-type: none"> <li>• council tax statements</li> <li>• utility bills</li> <li>• tenancy agreements</li> <li>• housing benefit awards</li> <li>• official letters.</li> </ul> <p>These need to show their name, address and be dated to show they have lived in Derby for at least the previous 6 months. Provide one recent document and one document which is at least six months old.</p> <p><b>You need to access health or support services that are only available in Derby.</b> For example receiving specialist treatment in Derby. Please provide a doctors or hospital treatment letter.</p> <p>If your child is attending The Royal School for the Deaf, we will need to see a letter from school.</p>
<p>You receive Disability Living Allowance. This will change to Personal Independence Payment soon.</p>	<ul style="list-style-type: none"> <li>• Benefit award letter or</li> <li>• Letter from DWP.</li> </ul> <p>The proof needs to show the rate and the reason for the award, care or mobility.</p>
<p>Your current address.</p> <p>If you are a Derby Homes tenant, we don't need proof of your current address.</p>	<ul style="list-style-type: none"> <li>• Tenancy agreement</li> <li>• Rent book</li> <li>• Letter from landlord</li> <li>• Utility bills, we will not accept mobile phone bills.</li> <li>• Council tax statement</li> <li>• Housing benefit award letter</li> <li>• Official letters for example from hospitals, Job Centre Plus, solicitors etc.</li> <li>• Wage slips showing your address</li> <li>• Letter from support worker</li> </ul>
<p>If you have a medical issue please provide.</p>	<ul style="list-style-type: none"> <li>• Hospital reports or letters</li> <li>• Professional Support provider letter</li> <li>• Repeat prescription of medication</li> </ul>

## Section B

This is proof we will need to see if you are a person from abroad

If you are already a Derby Homes or a Derby Housing Association tenant, we won't need to see the proof again.

Please contact us on 01332 640085 if you cannot provide this evidence because it has been lost or destroyed so that we can advise you further.

What Proof is Needed	Proof we will Accept
<p><b>European Nationals</b> This is people from: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Latvia, Iceland, Ireland, Italy, Lichtenstein, Lithuania, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain and Sweden.</p> <p>See below for people from Bulgaria and Romania</p>	<p><b>Passports or ID cards for you and everyone who wants housing with you.</b></p> <p><b>And</b></p> <p><b>If you are working in the UK please provide:</b></p> <ul style="list-style-type: none"> <li>• employment contract for current employment</li> <li>• last 12 weeks / 3 months payslips (in date order).</li> </ul> <p><b>If you have previously worked in the UK and are on a working benefit such as Job Seekers Allowance or Employment and Support Allowance please provide:</b></p> <ul style="list-style-type: none"> <li>• payslips for previous employment in date order</li> <li>• employment contracts for previous employments</li> <li>• recent award letter for your Employment Support Allowance or Job Seekers Allowance benefit.</li> </ul> <p>If you have not worked since April 2011 and are from the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia you also need to provide your Workers Registration documents.</p> <p><b>If you are no longer working but worked whilst your child was living in the country and your child is now in full time education please provide:</b></p> <ul style="list-style-type: none"> <li>• a letter from education provider such as school or college confirming when your child started full time education and that your child is still in full time education</li> <li>• all payslips (in date order) and employment contracts for any work you have done whilst your child has been living in the country</li> <li>• award letter for any benefits that you receive.</li> </ul> <p><b>If you are self employed please provide:</b></p> <ul style="list-style-type: none"> <li>• HM Revenue and Customs documents confirming you are registered for tax and national insurance</li> <li>• HM Revenue and Customs documents confirming you are paying tax and national insurance</li> <li>• invoices for current self employment and receipts</li> <li>• audited accounts</li> <li>• tax returns.</li> </ul>

	<p><b>If you were previously self employed and in receipt of a working benefit such as Employment Support allowance or Job Seekers Allowance benefit please provide:</b></p> <ul style="list-style-type: none"> <li>• HM Revenue and Customs documents confirming you were registered for tax and national insurance for your self employment</li> <li>• HM Revenue and Customs documents confirming you have contributed towards tax and national insurance in your self employment</li> <li>• invoices for self employment and any receipts</li> <li>• audited accounts</li> <li>• tax returns</li> <li>• Award letter for Employment Support allowance or Job Seekers Allowance.</li> </ul> <p><b>If you are no longer working but were previously self employed whilst your child was living in the country and your child is now in full time education please provide:</b></p> <ul style="list-style-type: none"> <li>• HM Revenue and Customs documents confirming you were registered for tax and national insurance for your self employment</li> <li>• HM Revenue and Customs documents confirming you have contributed towards tax and national insurance in your self employment</li> <li>• invoices for self employment and any receipts</li> <li>• audited accounts</li> <li>• tax returns</li> <li>• letter from education provider such as school, college confirming when your child started full time education and that your child is still in full time education</li> <li>• award letter for any benefits that you receive.</li> </ul>
<p><b>European Nationals from Bulgaria and Romania.</b></p>	<p><b>Passports or ID cards for you and everyone who wants housing with you.</b></p> <p><b>And</b></p> <p><b>If you are working in the UK please provide:</b></p> <ul style="list-style-type: none"> <li>• employers letter confirming current employment or employment contract</li> <li>• last 12 weeks/ 3 months payslips for current employment</li> <li>• accessions worker card confirming current employment.</li> </ul> <p><b>If you have previously worked in the UK and are on a working benefit such as Job Seekers Allowance or Employment and Support Allowance please provide:</b></p> <ul style="list-style-type: none"> <li>• payslips for previous employment(s) in date order for a minimum of 1 year (please provide in date order, one payslip per month is sufficient, providing there is no gap of more than 30 days)</li> <li>• all employment contracts for previous employment(s) in date order</li> <li>• accessions worker card for previous employments</li> <li>• recent award letter for your Job Seekers Allowance or Employment and Support Allowance benefit.</li> </ul>

**If you are no longer working but worked whilst your child was living in the country and your child is now in full time education please provide:**

- letter from education provider such as school, college confirming when your child started full time education and that your child is still in full time education
- payslips for previous employment(s) in date order for a minimum of 1 year (please provide in date order, one payslip per month is sufficient, providing there is no gap of more than 30 days)
- employment contracts for any work you have done whilst your child has been living in the country
- accessions worker card for previous employments
- award letter for any benefits that you receive.

**If you are currently self employed please provide:**

- HM Revenue and Customs documents confirming you are registered for tax and national insurance
- HM Revenue and Customs documents confirming you are paying tax and national insurance
- invoices for current self employment and receipts
- audited accounts if available
- tax returns if available
- accessions worker card for current self employment.

**If you have previously been self employed and are receiving a working benefit such as Job Seekers allowance or Employment Support Allowance please provide:**

- HM Revenue and Customs and Customs documents confirming you were registered for tax and national insurance for your self employment
- HM Revenue and Customs documents confirming you have contributed towards tax and national insurance in your self employment
- invoices for self employment and any receipts
- audited accounts
- tax returns
- accessions worker card for self employed work
- award letter for your Job Seekers Allowance or Employment and Support Allowance benefit.

**If you are no longer working but were previously self employed whilst your child was living in the country and your child is now in full time education please provide:**

- HM Revenue and Customs documents confirming you were registered for tax and national insurance for your self employment
- HM Revenue and Customs documents confirming you have contributed towards tax and national insurance in your self employment
- invoices for self employment and any receipts
- audited accounts

	<ul style="list-style-type: none"><li>• tax returns</li><li>• letter from education provider such as school, college confirming when your child started full time education and that your child is still in full time education</li><li>• accessions worker card for previous self employment</li><li>• award letter for any benefits you receive.</li></ul>
<p><b>Non European Nationals</b> <b>This is people from any other country</b></p>	<p><b>We need to see proof of your status in the UK.</b></p> <p><b>Please provide one of the following:</b></p> <ul style="list-style-type: none"><li>• <b>Visa in passport showing your status in the UK</b></li><li>• <b>Original letter from Home Office</b></li><li>• <b>Travel documents and Home Office papers</b></li><li>• <b>Residence permit</b></li><li>• <b>If you have leave to enter/remain for a limited period and it has run out please provide original letter from Home Office acknowledging receipt of request for further leave to enter/remain</b></li></ul> <p><b>Please note that if you have ‘no recourse to public funds’ you will not be eligible for social housing in your own right, you are only eligible to be part of someone else’s application.</b></p>