

Documents Required: Home Seeker

2 x Passport Photos for all over 16 years

2 x Personal ID for all over 16 years (2 x from list below, including 1 photo ID)

- Passport
- Birth certificate
- Driving licence
- Bus Pass
- Certified photographs (with a supporting letter from a professional)

Proof of National Insurance Number for all over 16 years (1 x from list below)

- NI Card
- Wage Slips
- Benefit entitlement letters

Proof of Pregnancy (if applicable) (1 x from list below)

- Medical letter which includes the Estimated Date of delivery (EDD)

Proof of Local Connection

If relying on **own Residency** (all documents from list below):

- Proof of residency dated with last month AND
- Proof of continuous residency for the last 5 years – one piece for each year
- Tenancy Agreement

If you are **over 55** and relying on **strong family residency for Shelter Accommodation**

- Proof of family residency for each of the last 5 years
- Proof of your connection to family member (e.g. full birth certificate)

If relying on **employment connection**

- Wage slips for last 24 months
- P60
- Letter from employer stating location, hours and nature of employment

If relying on **HM Forces connection**

- Confirmation of employment for relevant individual, or
- Other supporting documentation
- Bank Statement
- Utility Bill

Any proof of residency document must NOT include documentary evidence from Brentwood Borough Council (e.g. Council Tax). It MUST be independent, for example bank statements, utility bills, mobile phone bills etc.

Financial Information (for Main and Joint applicants)

- Bank/Savings Statements for all accounts for the last 3 months (showing name, address, account details and showing all transactions).
- If employed: Wage slips for last 6 months
- Employment Contract
- If in receipt of benefits: Proof of all benefits received
- If any children: Proof of Child Benefit (Entitlement letter dated within last 6 months or bank statements showing clear receipt).

Dependents – Documents required for every child

- Full birth certificate (not short version)
- GP Medical Card/Letter (if available)
- Proof of National Insurance Number (if dependant aged 16-19)

If you have completed the medical section of the form (because your current accommodation is affecting your health) then you should also supply all medical evidence you wish to be considered by our Medical Practitioner.