**Documents you need to join the Bucks Home Choice Housing Register**

To enable us to assess your application, we will require documentation to support your application and evidence your circumstances. If we don’t have what we need, we won’t be able to process your application until we do, and this may result in your application being removed.

This list lists all the documents we need for every situation, but we hope it will help remind you of what you require to provide to us.

1. IDENTIFICATION FOR ALL PERSONS WHO YOU WISH TO INCLUDE ON YOUR APPLICATION

(One of the following documents for each household member)

* 1. Passports (if not a British citizen please see number 5)
	2. Full Birth Certificates
	3. Driving Licence
	4. If you do not have photographic identification, you will need to provide a passport sized photograph.
	5. Proof of National Insurance Number
1. PROOF OF ADDRESS (not older than 3 months)
	1. Current bank statement
	2. Benefits letter
	3. Utility bill
2. PROOF THAT YOUR CHILDREN RESIDE WITH YOU PERMANETYLY
	1. Birth Certificates
	2. Evidence of Child Benefit
	3. Court Order (residency/ special guardianship order or other court order confirming residence of the children
	4. Support agency letter (EG Children Social Care)
3. PROOF OF INCOME
	1. Last 3 months bank statements (for every account you hold)
	2. Last 5 weeks or 3 months’ payslips
	3. UC entitlement letter. Or Income Support or Jobseeker’s Allowance letter or ESA entitlement
	4. Child Benefit letter, showing confirmation of entitlement
	5. Tax Credit letter, showing current award
	6. Proof of any other benefits, i.e. DLA or Incapacity benefit or PIP
	7. Proof of any private or state Pensions. This includes Pension Credit.
4. IMMIGRATION STATUS
	1. If you are an EU, EEA or Commonwealth Citizen, please share your code to allow us to check your immigration status on the Government website. Share codes can be generated via <https://www.gov.uk/view-prove-immigration-status> to determine your eligibility for social housing, alternatively, you can complete this and provide FULL PDF of results. **Please note, screenshots of results will NOT be accepted.**
	2. Proof of working continuously for the past 12 months (pay slips or accounts for self-employed or company directors)
	3. **For other persons from abroad,**Please provide a Biometric Immigration Document issued by the UK Border Agency to the holder indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, or immigration status documentation, or Certificate of naturalisation or registration as a British Citizen, or Any letter or certificate indicating a time limited right of entry.
5. MEDICAL CIRCUMSTANCES
	1. Letter from your GP or Specialist, concerning any serious health problems that you have and the details of any treatment being received.
	2. Proof of pregnancy – letter from your GP or ante-natal file – stating EDC
6. MARITAL STATUS
	1. Marriage Certificate
	2. Letter from a solicitor, explaining details of legal separation
	3. Divorce papers, including property settlement details and/or custody of children matters
7. 6. PROOF OF HOUSING NEED
	1. Notice Requiring Possession, Possession Order or Bailiff’s Warrant
	2. Current rent account statement
	3. Letter from relative or friend, in whose property you are staying, asking you to leave and explaining why. This letter must be signed, addressed, dated & must provide a contact phone number.
	4. Letter from your employer terminating your employment - if accommodation is provided with your job - accompanied by your original contract of employment.
	5. Letter from the Police, Fire Service, a Solicitor or any other organisation, referring you to the Housing Advice Centre
8. 7. PROOF OF RESIDENCE FOR ALL ADDRESSES FOR THE LAST 2 (TWO) YEARS. PLEASE PROVIDE DOCUMENTS FOR EACH YEAR EG (2022, 2023, 2024)
	1. Utility Bills – Gas, electricity, water, mobile phone or other utility bill
	2. Employment Contract
	3. Bank or Building Society statements or general correspondence
	4. Tenancy Agreements, Mortgage statements or Council Tax statements
	5. Medical cards
	6. General correspondence formally addressed to you.

You can upload your supporting documents on the Bucks Home Choice website by logging back in to your online application.

Please ensure that each document is in one file and is appropriately named. For example: Passport (name), or Bank statement (name, date)

If you experience difficulties with uploading documents to your application, please email  Choicebasedlettings@buckinghamshire.gov.uk for guidance and support.