



Choice Based Letting

List of evidence needed to support your application

Please note that this list provides the basic evidence needed for an application. Further evidence may be required depending on your circumstances.

Evidence should be a digital or scanned copy of the document or a clear and readable digital photograph.

If you are unable to provide any of the documents or need help then please contact the Housing Choices Team, Freephone 0800 183 0357

Household Members - Supporting Documents (to be supplied for each household member)

Type	Household Member
Identity Under 18 birth certificate Over 18 Identity document or birth certificate and photo ID	All
Proof of National Insurance Number	For all household members over 16
Proof of current address or last settled address	For Primary or Joint Applicants and any household members aged 18 and over
Eligibility for Housing	For Primary or Joint Applicants Proof of nationality and residency in the UK and/or immigration status We accept share codes for proof of immigration If you are providing this as part of your identity documents you only need to provide the documents once
Medical Evidence	For any household member with a medical condition affecting the type of housing the household requires
Clear or managed Housing Debt record	For Primary or Joint Applicants and any other adult household member who has a different 5 year address history Please provide for current or last settled address and any former addresses within last 5 years If Primary/Joint/Adult Household Members have been tenants of North West Leicestershire for the last 5 years then documents are not required as we will check your tenancy history and rent account records as part of the assessment process. As applicable:

	<p>Rent statement covering last 6 months or end balance for former addresses OR Letter from current/former landlord(s) or letting agents confirming rent balance(s)</p> <p>Mortgage statement</p> <p>Details of any repayment agreements and evidence of payments having been made.</p>
Suitability Evidence	<p>For any household members having had action taken against them for ASB or breach of tenancy</p> <p>Please provide any paperwork which shows the details of the action and the outcome. You can also provide a statement from a support worker or similar in support of your application.</p>
Restrictions	<p>For any household members with convictions that include restrictions on where the person can live</p> <p>Please provide documents that detail the restrictions</p>
MATB1 Certificate	<p>Pregnant Household Members</p> <p>Evidence of pregnancy showing estimated due date</p>
Other	<p>As applicable</p> <p>We may require further information depending on your circumstances. If we do we will contact you giving details of the information we require.</p>

Application Supporting Documents

Type	Details
Proof of Local Connection	<p>You will need to provide proof that the primary or at least one of the joint applicants have a local connection to North West Leicestershire OR that you are in one of the exempt categories</p> <p>For (a) and (b) please provide proof of address showing you were living in the District for the required time period e.g. utility bill, council tax bill, pay slip, benefits letters or other official letter</p>

	<p>For (c) please provide employment contract or letter from employer</p> <p>For (d) please provide proof of address for relative showing they have lived in the District for the required time. Please also provide a signed letter from them stating their relationship to you and their address history.</p> <p>For (e) please provide documents showing the agreed access arrangements or a letter from the primary carer which confirms the agreed access arrangements. These should also confirm the address where the children primarily live. You can also provide a letter of support from a professional person who knows the children.</p> <p>Exemptions:</p> <ul style="list-style-type: none"> (a) No evidence required (b),(c),(d), (e) Evidence of service record and death certificate, medical details, letter from family or support network as applicable (f) Letter or email providing confirmation of the duties owed to you or contact details for a relevant person at Leicestershire County Council that we can contact to confirm your situation <p>If you have other special circumstances that you believes means you have a need to live in North West Leicestershire please provide a written statement and any other supporting evidence you would like us to consider</p>
<p>Income, Savings, Assets</p>	<p>Last 3 months bank statements for all adults in household for all current and savings accounts they hold. These need to be itemised and show any income/benefits received.</p> <p>You also need to provide any statements for stocks/shares/bonds you hold.</p> <p>If you own any property other than where you currently live you will need to provide evidence showing: address, value of property, equity in property.</p>
<p>House Sale or Transfer</p>	<p>If a property is being sold or transferred then provide documents relating to the sale or transfer e.g. valuation, legal agreements confirming sale/transfer.</p>
<p>Access to Children</p>	<p>For applicants with overnight access to children who are requesting an additional discretionary bed allowance</p>

	Documents showing the agreed access arrangements or a letter from the primary carer which confirms the agreed access arrangements. These should also confirm the address where the children primarily live. You can also provide a letter of support from a professional person who knows the children.
Overnight carer or medical condition that means room cannot be shared	<p>For applicants with a need for an extra bedroom to accommodate an overnight carer or due to a medical condition</p> <p>Document from health professional confirming need for overnight care/extra bedroom or benefits document showing that your entitlement includes an extra bedroom</p>
Fostering commitment that requires extra bedroom	Letter from fostering service or or benefits document showing that your entitlement includes an extra bedroom
Tenancy Agreement or Mortgage Statement	<p>If renting your property</p> <p>A copy of your tenancy agreement, licence or similar document giving the property address, landlord, the terms of the tenancy and the names of the tenants</p> <p>If owner occupier</p> <p>Mortgage Statement or other documents showing the address of the property, value of the property, the balance of your mortgage and the equity held. If the property is being sold then also provide documents relating to the sale e.g. valuation, memorandum of sale</p> <p>If shared ownership</p> <p>Documents that include the address of the property, value of the property, your share and the leasehold agreement</p>
Housing need	<p>These documents are not mandatory but if you do not provide evidence of your housing needs then we will be unable to take them into consideration when assessing your housing need band</p> <p>Please note that you can request a reassessment of your housing need at any point by contacting us and supplying evidence to support your request.</p> <p>As applicable:</p> <p>Eviction or demolition notice or notice of repossession</p>

	<p>Copy of any official notice you have received that requires you to leave the property</p> <p>Homeless Letter from Local Authority confirming you are homeless or at risk of homelessness and what homeless duty (if any) is owed to you</p> <p>Risk of violence/harassment/abuse Any official documents which confirm your situation or a letter of support/contact details for a support organisation who are working with you.</p> <p>Poor Housing Conditions An assessment of your property against the required standards by the Local Authority or correspondence with your landlord detailing the issues and their response.</p> <p>To give or receive care Closer to employment or education Closer to support network An official document or written submission that confirms the address in the District you need to move closer to.</p> <p>Leaving care, hospital, prison, armed forces An official letter which includes your leaving date and gives information about your current housing situation.</p> <p>Other reasons If you have other needs that you want to be taken into consideration when your application is assessed then please provide any evidence you have.</p> <p>Please read our Allocations Policy for more information about how housing needs are assessed.</p>
Armed Forces Preference	<p>Evidence of service record and death certificate, medical details as applicable</p> <p>If you are using this as your exemption to local Connection then you only need to supply the proofs once</p>
Village Connection	<p>Evidence to support your connection to any villages listed on your application if your connection reason</p>

	cannot be evidenced from other documents already provided e.g. local connection
Other	As applicable We may require further information depending on your circumstances. If we do we will contact you giving details of the information we require.

Local Connection Criteria:

- (a) Resided in settled accommodation in the District for at least six months at the time of application
- (b) Lived in the District for at least six months in the last twelve months, **OR** for at least three out of the last five years
- (c) Member of household is employed on a permanent basis or a temporary contract running for a minimum of twelve months, within the District
- (d) Parents (including Guardians), brothers, sisters, or adult children who have been living within the District for at least 5 years with whom they have an ongoing close relationship. Step equivalents will be allowed.
- (e) Have children under 18 years of age for whom they are not the primary carer but where there are formal access arrangements in place and living closer to the child(ren) would be in the child(ren)'s best interest. The applicant will need to provide evidence to support this connection.

The following groups of people are exempt from the rules on local (District) connection, people with:

- (a) No local connection but are owed a relief duty under the homelessness legislation and the Council is not intending to make a local connection referral to another Local Authority.
- (b) Armed Forces and former service personnel where the application is made within five years of discharge.
- (c) Bereaved spouse/civil partners of members of the Armed Forces leaving services accommodation following the death of their spouse partner; or
- (d) Serving or former members of the Reserve Forces suffering from a serious injury, medical condition or disability sustained (wholly or partly) as a result of their service
- (e) Divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence where a move into the district enables them re-engage with family and support networks.

(f) Care Leavers who were accommodated by Leicestershire County Council and where Leicestershire County Council owes them.

Other special circumstances may exist, and all applications will be considered on their individual circumstances.