

Housing Options and Advice Service

Documents Needed

Name	DB		
Address	7 Tenneyson Close, Scotland Green Road		
	Enfield	Postcode	EN3 4SN
Date	21/12/2022	Reference No.	9007***** i believe

If we do not have all the information that we need about you and the individual members of your household, we may not be able to help you properly.

It is your responsibility to provide the information that we have asked for. We will need to see the original documents wherever possible.

1. Proof of your identity and your right to claim benefits and live in the UK.

We will also need this information for each member of your household (your partner and any children living with you)

- ☒ Passport
- ☐ Birth certificate
- ☐ Residence Permit
- ☐ Home Office Letters
- ☐ Marriage/Divorce Papers

2. We will need to see proof that your children live with you

- ☐ Child Tax Credit
- ☐ Child Benefit
- ☐ Official document, for example a residency order

3. We would like to talk about to you about the money coming into your household, so please provide the following:

- ☒ Two recent bank statements for all of your accounts e.g. savings accounts, post office accounts
- ☐ Two recent payslips if paid monthly, three recent payslips if paid every two weeks and five recent payslips if paid every week
- ☐ A copy of your recent accounts or tax returns if you work for yourself
- ☒ Proof of any state benefits – you do not have to provide proof of housing benefit claimed from Enfield Council

4. Proof that you are homeless or threatened with homelessness

- ☐ If you are living with friends or family who have asked you to leave, we need a signed and dated letter from them to explain that you cannot live with them. We also need their contact details
- ☐ If you are being evicted from a private rented home, we need to see any written notices that you have received from your landlord asking you to leave
- ☐ Please provide any court documents that you have received i.e. Claim forms for Possession, Order of Possession or Eviction Notice
- ☐ If you are a prison or hospital leaver, we need to see your discharge papers specifying the date you need to leave or left
- ☒ If your safety is at risk, information from support services that have helped you e.g. a police officer contact or police reference number

5. Proof of your tenancy from the address you are leaving or have left:

- ☒ The original tenancy agreement and any replacement tenancy agreements given to you
- ☐ Mortgage deeds/proof of ownership of a home
- ☐ Proof of rent payments made
- ☐ Letter of agreement given to you by a friend or landlord

6. Two proofs of your address from this list:

- ☐ A utility bill either a gas, electric, water or phone bill
- ☒ Bank or credit card statement
- ☒ Letter from professional body, such as the Department of Work and Pensions, probation services, social worker, police, etc.

7. Medical evidence*

- ☐ If you are pregnant – please provide a copy of your expected date of confinement or any maternity notes or hospital letters
- ☒ If you have any medical conditions and/or disabilities, please provide evidence to support this for example: disability benefit letters, medical reports, medication list, proof of treatments you are receiving, GP report about medical conditions you are diagnosed with. Please ensure your letters include your doctor or consultants name and contact information

*We will ask you to complete another form to get more information.

Please note: your case worker may ask for other documents and information if it is needed to investigate your case.