

Thank you for your application to be registered on Home-Link

You must provide us with information about you and your situation. We need this information to make an assessment so you can be given the appropriate priority banding in accordance with our Lettings Policy.

Please provide your documents within 28 days of the date of your application. Failure to provide these documents within the 28 days timescale will result in your application being removed.

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| Original ID documents must be produced at the council offices | |
| Identification proof | <input type="checkbox"/> Birth certificates(s) <input type="checkbox"/> Marriage certificates(s) <input type="checkbox"/> Driving licence <input type="checkbox"/> Immigration documents <input type="checkbox"/> Passport(s) |
| | <p>British nationals should provide - passport, driving licence or birth certificate. EU Nationals should provide – passport or national identify card Non EU nationals should provide passport and current visa – original documents must be produced at the council offices</p> |
| Copies of the following documents can be emailed to customer.services@westsuffolk.gov.uk but must be clear and readable | |
| Proof of income (how much money you have coming in, including benefits paid) | <input type="checkbox"/> 3 months payslips current benefit award notifications – for all benefits received <input type="checkbox"/> Child Benefit award letter confirming entitlement(for all children <input type="checkbox"/> Current Tax Credit Award notification <input type="checkbox"/> Proof of income for any/ all household members age 18+ |
| Income and expenditure | <input type="checkbox"/> Last 3 months itemised bank statements for all household members age 18+ for all bank accounts for example, current account, regular, savings, ISAs, Post office accounts, credit union accounts, stocks and shares, premium bonds, etc |
| Medical | <input type="checkbox"/> Your MATB1 if you are pregnant (usually given at about 24 weeks by your midwife) <input type="checkbox"/> Letter from GP or Specialist concerning any serious health problems that you may have and details of any treatment received <input type="checkbox"/> Evidence of medical condition that is made worse by your current housing or shows a need for a particular type of accommodation |

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| Immigration status (if applicable) | <input type="checkbox"/> Most recent letter from Home Office <input type="checkbox"/> SAL1 <input type="checkbox"/> SAL2 <input type="checkbox"/> LS 96 forms for everyone on the application <input type="checkbox"/> Applicants from the A8 countries must provide |
| Proof of being homeless / threatened with homelessness | <input type="checkbox"/> Possession order <input type="checkbox"/> Bailiff's warrant <input type="checkbox"/> Notice requiring / seeking possession that is Section 21 and Section 8 <input type="checkbox"/> Tenancy deposit protection information <input type="checkbox"/> Letter from employer terminating employment (if accommodation is provided with the job) accompanied by employment contract <input type="checkbox"/> Letter from relative / friend, in whose property you are staying, asking you to leave |
| Local connection | <input type="checkbox"/> Employment in the area for 16 hours+ per week to include proof of job location such as contract or letter from employer <input type="checkbox"/> Proof of residence in the area for 6 out of the last 12 months or 3 out of the last 5 years <input type="checkbox"/> Residence of family member (parents, siblings or children) in the area who has lived in the area for the last 5 years and is still resident. You must provide all of the following: <input type="checkbox"/> State your relationship to the family member (proof may be required). <input type="checkbox"/> A recent document (last 2 months) addressed to the family member <input type="checkbox"/> A document addressed to the family member from 5 years ago |
| Other documents | <input type="checkbox"/> Evidence of other people living in the home if you are overcrowded <input type="checkbox"/> Proof of support needs if you are moving, so you can give or receive more support <input type="checkbox"/> Proof of staying in contact with children such as a copy of residency order or solicitors letter <input type="checkbox"/> Proof of length of time in the HM armed forces. |

Customer Services, West Suffolk councils (Forest Heath and St Edmundsbury)

Customer.services@westsuffolk.gov.uk

01638 719345
 01284 757178

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