

## **Documents you must provide to complete your renewal**

Failure to provide the evidence requested below within 28 days from the start date of your renewal will result in your housing register application being cancelled. Please clearly mark your envelope with the officer's name and "Housing Options Team".

### **We need proof for every member of the household who will live with you.**

**Do not send original documents. Send copies for the attention of your Housing Option Officer at South Norfolk Council, Cygnet Court, Long Stratton, Norwich, NR15 2XE.**

**Proof of identity:** For any **new** member of your household, we will need evidence of ID and, if applicable, national insurance number. For example one of the following: Such as driving licence, medical card, full birth certificate, Marriage/civil partnership certificate, UK residence permit, EEC identity card, passport. If you are not a UK national please provide Home Office notification, evidence of child in UK education. Please inform us if there have been any other changes to your household.

**Proof of National insurance number:** Such as card, payslips, letters from Department for Work and Pensions.

### **Proof of all savings and investments for all adults (over 16) living in your home:**

Bank, building society or post office books, the last 3 month's full bank statements for all bank and post office accounts held by members of the household. Certificates for premium bonds, savings certificates, ISAs, stocks, shares, trusts, proof of any interest or dividends from investments and savings. Proof of any property or land owned or part owned in this country or abroad.

### **Proof of earnings for all adults (over 16) living in your home:**

Last 5 payslips (if paid weekly) or the last 3 payslips (if paid fortnightly), or the last 2 months payslips (if paid monthly), .If self-employed we need to see your account for the last financial year.

### **Proof of any other income or benefits for all adults (over 16) who will be living with you:**

Such as pension slips from a former employer or a letter from the Court showing any maintenance payments you are receiving, proof of any money from people paying you board and lodgings. We also need to see proof of any benefits, pensions or allowances (including tax credits) received by any adult in the household, including amounts and how often they are paid.

**Details of any debts.** If you cannot afford your current rent or mortgage, please let us know and we can provide an income and expenditure form for you to complete.

**Up to date rent account details.** Showing current balance.

**Health or pregnancy information if relevant to housing needs:** Such as Mat B1 form, Ante Natal pack, OT report, Health professional support letter.

**If we do not receive your documents and hear from you via the website or by telephone within 28 days we will assume that you do not wish to remain on the South Norfolk Home Options register and will cancel your application.**