



SUPPORTING DOCUMENTATION

THE FOLLOWING MUST BE INCLUDED WITH YOUR APPLICATION FORM. FAILURE TO INCLUDE THEM WILL RESULT IN YOUR INCOMPLETE APPLICATION BEING RETURNED TO YOU.

You are required to provide one document from ID, NI Number and proof of current address from the lists below. In the case of a joint application we require one for each applicant. We will accept photocopied documents and may make checks to ensure the validity of these.

Proof of ID

Copy of birth certificate OR marriage certificate OR passport OR driving license OR IND card

Proof of National Insurance number

Copy of National Insurance card, OR copy of benefit order book OR benefits agency letter OR wage slip

Proof of current address

Copy of current tenancy agreement OR Water bill OR Gas bill OR Electric bill, OR Bank Statement OR Driving Licence

Two written references

You must provide TWO references. If you are a tenant or have been within the last 3 years, one reference MUST be from your landlord and one other from the following list. If you have not held a tenancy within the last 5 years you must provide two references from the list below.

Current employer

Former employer (within last 2 years)

Social Worker

Probation Worker

Doctor

Solicitor

Teacher/Lecturer

Priest

***Must have known
applicant for at
least 1 year***

Supporting documentation

If your application relies on any of the following circumstances you must provide evidence to support this:

Pregnancy

Certificate of Confinement, Maternity Card

House Sale / Repossession

Letter from Estate Agent / Lender

Homelessness

Letter of acceptance of homeless status from Local Authority

Medical problems

Letter from doctor, Consultant, Care Worker or CPN

Harassment

Police Reports, Crime numbers

Access / Custody

Child benefit book, Court Documents, Letter from ex partner

Discharge from prison / forces

Supporting letter

Property Condition

Environmental Health Reports, photographs

End of tenancy

Notice to Quit, letter from landlord

Failure to enclose the appropriate supporting documentation may result in your application not being granted the priority it deserves.