

Document checklist

Once you have submitted your application on Home Option, you will need to provide the following documents **within 14 days**:

Proof of ID

- Passport or birth certificate for **all household members**, including children
- Proof of immigration status if not a British citizen

Financial documents

- Last 3 months bank statements **for all adult household members**, for all bank accounts held
- Proof of income – last wage slip **or** benefit entitlement letter, dated within last 3 months
- Proof of Child Benefit – Child Benefit letter **or** bank statement showing Child Benefit payment, dated within last 3 months
- Completion statement (only applicable if you have ever owned and sold a property)

Proof of address

FOR MAIN APPLICANT:

- Proof of current address – utility bill, letters from DWP or HMRC, insurance documents **or** bank statement, addressed to your current address and dated within last 3 months
- Evidence of 7 years' residence within Epping Forest District* – one document per year from the above listed documents for each of the last 7 years. Where possible please provide documents from different sources

* Please note, if you have already been a tenant of Epping Forest District Council for more than 7 years, you will not need to provide evidence of 7 years' residence.

FOR ANY OTHER ADULT HOUSEHOLD MEMBERS:

- Proof of current address – utility bill, letters from DWP or HMRC, insurance documents **or** bank statement, addressed to your current address and dated within last 3 months
- Evidence of having lived with the main applicant for the last 2 years – one of the above listed documents for each of the last 2 years

You should email your supporting documents to rehousing@eppingforestdc.gov.uk making sure you put your HomeOption number in the subject of the e-mail. Please send all documents in **1 email** wherever possible. If you are unable to e-mail the documents to us, please send copies (we cannot accept original documents) to Rehousing Team, Civic Offices, High Street, Epping, CM16 4BZ.

Your application **will not be assessed** until we have received all of the required documents listed on the document checklist. If these documents are not provided within 14 days, your application will be closed and you will need to re-apply once you have all of your documentation to hand.

In some cases we may contact you and request further information to verify your eligibility. Please note we receive a large volume of applications and whilst we aim to process these as quickly as possible, it may be several weeks before you hear anything further from us. Please rest assured that your application is being assessed during this time and you do not need to contact us for updates on its progress.