

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:

- Evidence of 7 years' residence within Epping Forest District – one document per year for each of the last 7 years. Accepted proofs of address include utility bills, letters from DWP or HMRC, insurance or finance documents and bank statements. Where possible, please provide documents from different sources.

FOR ANY OTHER ADULT HOUSEHOLD MEMBERS:

- Evidence of having lived with the main applicant for the last 2 years. Accepted proofs of address include utility bills, letters from DWP or HMRC, insurance or finance documents and bank statements. Where possible, please provide documents from different sources.

SUPPLEMENTARY WAITING LIST APPLICANTS:

- Proof of address for the last 2 years. Accepted proofs of address include utility bills, letters from DWP or HMRC, insurance or finance documents and bank statements. Where possible, please provide documents from different sources.

You should upload your documents directly to your Home Option application by logging on to your account and clicking 'Add supporting documents to my application'. If you are unable to do so, please email rehousing@eppingforestdc.gov.uk making sure you put your HomeOption number in the subject of the e-mail.

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.