

## Application checklist:

**Can you check that you have completed the application form fully?**

- ✓ Included your National Insurance Number?
- ✓ Included your date of birth?
- ✓ Included your full housing history for the past 5 years?
- ✓ Included the names and full addresses of 2 referees?  
(These must be from outside your family and should be your current or former landlord if you have one. Other examples of character references can be an employer or colleague, tutor, support worker, neighbour etc.)

If you have not completed your form fully we may not be able to process it and it will be returned to you for the relevant information.

After we receive your completed application and it has been entered onto our system we will ask you to provide the following information to verify your details:

- ✓ I.D. containing your name and address  
(This can be a current item of post i.e. utility bill, bank statement etc)
- ✓ Proof of how long you have lived in your current home  
(This can be a Tenancy Agreement, old item of post, Council Tax bill, NHS medical card etc.)

Also, if you provide us with the **above documentation and your reference letters** when you submit your application form this will speed up our verification process.