Documentation needed to process an application for rehousing

We need to confirm the information you have provided in your application before we can complete your registration for Home-Options. We need to check:

- that the applicant is eligible to register for housing
- the identity of the applicant and other members of the household
- that the applicant and other household members live where they say they do and the terms on which they live there eg, licence, tenancy etc
- that children being registered are the responsibility of the applicant or their partner

Please send a copy of ONE document from each of the categories below for each household member:

| Eligibility for housing | Passport  
|-------------------------|-----------
|                         | National identity card  
|                         | Home Office documents  
|                         | Proof of housing benefits  
| Identity:               | Birth certificate  
|                         | Passport  
|                         | Driving licence  
|                         | Immigration papers  
| Residence:              | Electoral register entry  
|                         | Rent book/card  
|                         | Recent bill or credit payment book for gas, electricity or water supply  
|                         | Pension notification  
|                         | Confirmation from employer or Department of Work and Pensions/Jobcentre Plus  
|                         | Tenancy agreement  
|                         | Full driving licence  
|                         | Recent bill for council tax or telephone  
|                         | Recent bank statement  
| Children:               | Child Benefit notification  
|                         | Residence order  
|                         | Statement of arrangement for children  
|                         | Confirmation from Department of Work and Pensions, Adult Care, health and education authorities  
|                         | Full birth certificate (where children have previously been cared for by another person, including ex-partner)  

Health information - we do not usually expect applicants to ask their Doctor or other medical professional to write in support of their application. If confirmation of a health condition is required, we will contact the applicant’s Doctor or medical professional.
**Threatened eviction** - if you are threatened with eviction we will need to see a tenancy agreement, notice to quit, tenancy deposit protection scheme paperwork, court order and or landlord reference.

It is the applicant's responsibility to provide any information that is requested in a timely manner. If the information is not supplied, the application will not be registered.

Please include your registration number when you email documents to us at home.options@chesterfield.gov.uk. This will help us to process your application quicker.

Please do not send original documents to us, we will accept photocopies.

**For more help and advice:**
Visit: [www.home-options.org](http://www.home-options.org) where there is a 'need help' section  
Email: home.options@chesterfield.gov.uk  
Phone: 01246 345700  
You can also visit the Home-Options Team at On the Move, 73 Low Pavement, Chesterfield, S40 1PB