

Cherwell HomeChoice supporting documents required

| | Documents required | Further detail |
|--|--|---|
| 1. Photo identification | <ul style="list-style-type: none"> • Passport Or • Driving licence Or • Biometric residence permit | <p>Current and valid documents for main and joint applicant and all other household members aged 18 years or older.</p> <p>Out of date photo I.D. may be accepted in some circumstances if accompanied by a birth certificate.</p> |
| 2. Evidence of dependent children | <ul style="list-style-type: none"> • Child benefit award letter dated within the last 12 months Or • Child tax credit award letter dated within the last 12 months Or • The most recent full month bank statement showing receipt of child benefit or child tax credit. <p>And</p> <ul style="list-style-type: none"> • If you are in receipt of UC, provide a screen shot dated within the last 3 months showing your Child element. | <p>In some cases, we may also require a copy of the children's birth certificates, a recent bank statement, or older child benefit/tax credit award letters.</p> |
| 4. Proof of address (any 2 items needed) | <p>Any 2 of the following:</p> <ul style="list-style-type: none"> • Tenancy agreement • Driving licence • Utility bill dated within the last 3 months (gas, electric or water) • Council tax bill • The most recent full month bank statement | <p>If you are not living at a settled address or lodging, this list may also include a recently dated:</p> <ul style="list-style-type: none"> • Mobile phone statement • Benefit/pension award letter/screenshot • Lodging agreement • Payslips • Doctors/medical letter |
| 5. Proof of income and capital | <ul style="list-style-type: none"> • The most recent award letter showing entitlement to an income-based benefit* (or screenshots of UC) for all adults 18 or over in the household. <p>If no income-based benefit is received, evidence of all income and savings and investments is required, including:</p> <ul style="list-style-type: none"> • Last 2 months' payslips or 4 weeks' if paid weekly or, if self-employed your most recent tax return or certified accounts. <p>And</p> <ul style="list-style-type: none"> • The most recent benefit and tax credit award letter for all benefits received. <p>And</p> <ul style="list-style-type: none"> • The most recent full month bank statement (not screen shots) for all adults** for all accounts held including savings accounts, stocks, bonds, shares and unit trusts. <p>And</p> <ul style="list-style-type: none"> • Evidence of private pension. | <p>*Income-based benefits include:</p> <ul style="list-style-type: none"> • Universal Credit (UC) • Income Support • Income-related Employment and Support Allowance • Income-based Jobseeker's Allowance • Guarantee Pension Credit • Housing Benefit <p>Screen shots of UC must display your name and breakdown of entitlement.</p> <p>If you do not receive an income-based benefit you must supply the last full month bank statement of all accounts held (please note that screen shots of bank statement pages will not be accepted).</p> <p>**Aged 18 or over.</p> |

Non-British citizens

As well as the information on page 1 you must also provide the following documents:

| Immigration status | Document/s required | Further information |
|---|--|--|
| EU, EEA, Swiss citizens or their family members with EU Settled Status | <p>Access your online EU Settlement Scheme account and obtain a share code to prove your EU settled status.</p> <p>Email this code to: housingregister@cherwell-dc.gov.uk</p> | EU citizens and their family members needed to apply to the EU Settlement Scheme by 30 June 2021 to continue living in the UK. |
| EU, EEA, Swiss citizens or their family members with EU Pre-Settled Status | <p>Supply share code by email as per the box above to prove your EU Pre-Settled Status.</p> <p>And Provide your last 2 months' or 4 weeks' payslips if paid weekly or, if self-employed your most recent tax return or certified accounts.</p> | |
| Non-EEA nationals | Home Office documents evidencing your right to live in the UK and have recourse to public funds. | This applies to both the primary and joint applicant. |