

Cherwell HomeChoice supporting documents required

	Documents required	Further detail
1. Declaration form	<ul style="list-style-type: none"> The declaration form is available to download from the HomeChoice website. Or the form can be collected from one of the council offices. 	The declaration form requires the signature of both main and joint applicants. You must download the form, print and sign. A copy of the signed form can then be uploaded to your online application.
2. Photo identification	<ul style="list-style-type: none"> Passport Or Driving licence Or Biometric residence permit 	Current and valid documents for main and joint applicant and all other household members aged 18 years or older. Out of date photo I.D. may be accepted in some circumstances if accompanied by a birth certificate.
3. 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 Child element of Universal Credit screen shot dated within the last 3 months. Or The most recent full month bank statement showing receipt of child benefit or child tax credit. 	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.
4. Proof of address (any 2 items needed)	Any 2 of the following: <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 	If you are not living at a settled address or lodging, this list may also include a recently dated: <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 need to apply to the EU Settlement Scheme 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.