Cherwell HomeChoice
supporting documents required

	Documents required	Further detail
1. Identification	**For adult applicants and household members:** • Passport Or • Driving licence Or • Biometric residence permit **For all children in the household**: • Full birth certificate for any children or current and valid passport	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 Out of date photo I.D. may be accepted in some circumstances if accompanied by a birth certificate.
2. Dependent children	• Child benefit award letter dated within the last 12 months showing child's name or screen shot showing this from HMRC app. **And** • If you are in receipt of UC, provide a screen shot dated within the last 3 months showing your Child element	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. Address (any 2 items needed)	**Any 2 of the following:** • 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: • Mobile phone statement • Benefit/pension award letter/screenshot • Lodging agreement • Payslips • Doctors/medical letter
5. Income and capital	• 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. If no income-based benefit is received, evidence of all income and savings and investments is required, including: • Last 2 months' payslips or 4 weeks' if paid weekly or, if self-employed your most recent tax return or certified accounts. **And** • The most recent benefit and tax credit award letter for all benefits received. **And** • 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. **And** • Evidence of private pension.	*Income-based benefits include: • Universal Credit (UC) • Income Support • Income-related Employment and Support Allowance • Income-based Jobseeker's Allowance • Guarantee Pension Credit • Housing Benefit Screen shots of UC must display your name and breakdown of entitlement. 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).** **Aged 18 or over.

Non-British citizens see page 2.

Non-British or Irish citizens

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

Immigration status	Documents required
EU, EEA, or Swiss citizens and their family members with **EU Settled Status**	Access your online eVisa and obtain a share code to evidence your EU Settled Status. Email this code to: housingregister@cherwell-dc.gov.uk
EU, EEA, or Swiss citizens and their family members with **EU Pre-Settled Status**	Supply share code by email as per the box above to evidence your EU Pre-Settled Status. **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.
Non-EEA nationals	Home Office documents evidencing your right to live in the UK and have recourse to public funds. This may include obtaining a share code to share your eVisa – see sections above.