

## **Checklist for Deposit Guarantee Scheme and Housing Register Applications**

***Please send copies of relevant proofs or bring documents to us to copy, we will not take responsibility for original documents that have been sent through the post.***

### **Proof of Identity for adults (1 required for each adult to be re-housed)**

- Birth Certificate
- Passport
- NHS Medical Card
- Driving License
- Adoption Certificate
- West Lindsey bus pass
- Benefit book/formal notification of benefit
- National insurance card (UK)

### **Residency for adults (1 required for each adult to be re-housed)**

- **Tenancy agreement for current address – if you are renting a property from a private landlord we must see a copy of your tenancy agreement.**
- Utility Bills (phone, gas, electricity) dated within the last 3 months
- Bank, building society, credit card statements dated within the last 3 months
- Driving license with current address
- Medical card with current address
- Child benefit letters dated within the last 3 months
- Child/Working Tax Credit letters dated within the last 3 months
- Benefit letters or pension books

### **Proof of children's identity (1 required for each child to be re-housed)**

- Birth certificate
- Passport
- Medical card

### **Proof of children's residency (1 required for each child to be re-housed)**

- Tax credit notice dated within the last 3 months
- Medical card with current address
- Child benefit letter dated within the last 3 months
- Bank statement in child's name addressed to your current address dated within the last 3 months

### **Proof of Pregnancy**

- Maternity notes with estimated date of delivery and midwives signature

### **Proof of access to children**

- Legal documents relating to access arrangements
- Letter from child's parent/guardian stating how often you will have access

### **Proof of notice served**

- Any documents from your landlord/mortgage lender relating to them asking you to leave your current address