



# Choice Based Lettings

Your guide to what documents to provide

Homes 4 Wiltshire  
Allocating affordable housing across Wiltshire

# Documents

## Connections to Wiltshire Council's Area

You qualify to register with Homes 4 Wiltshire if you have a Housing Need (see Banding Information) and Connections to Wiltshire Council's Area, so if:

**You have been living in Wiltshire Council's area CONTINUOUSLY for AT LEAST last 2 years**

Please provide **Proof of Address\*** dated between 2 and 3 years ago

OR

**You have a Close Family Member\*\* who has been living in Wiltshire Council's area CONTINUOUSLY for AT LEAST last 5 years**

Please Provide **Proof of your relationship\*\*\*** and 2 forms of **Proof of address\*** for them one dated within last 3 months and one 5 - 6 years ago

OR

**You are employed, self-employed or have an offer of employment in Wiltshire Council's area**

Please provide **Proof of Employment/offer\*\*\*\***

## About who you are and what you need

### Eligibility and Identification

*One for each member of your household*

Passport/EEA ID card

Birth Certificate

Adoption Certificate/Court Order

Home Office Documents (Persons from Abroad)

### Children (if Applicable)

Child Benefit/Child Tax Credit Award (all pages)

Maternity notes/letter from GP confirming EDD

Letter from Social Services confirming that you are a Foster Carer

### If your health is affected by your present home or if you need to move to give or receive support

Letter from doctor/GP/nurse/specialist

Occupational Therapist Report   
*if your home affects your health*

### If you have rent arrears, re-charges, any other housing related debt

Proof of repayments   
*You need to have made 6 months' consecutive repayments (weekly or monthly) or to have cleared 50% of the debt and be making regular repayments*

### Income and Capital

*For each person aged 18 and over*

2 months recent Bank/Building Society/Post Office Statements

*showing all income/ benefits being paid in*

**AND** (if applicable)

2 months recent Bank/Building Society/Post Office Statements

*from any other account you hold (including savings)*

Premium Bonds

Share's Certificate

Capital from property

Any other capital

### Address

*If your bank statements show your name and address we do not need anything else, otherwise please provide other form of:*

**Proof of Address\***

### If you are genuinely being asked to leave your home

*Please be advised that your case will be passed to Housing Options Team, they will require:*

Letter/Document confirming that you are being asked to leave

Tenancy Agreement

Deposit Protection Certificate

## Parish Connections

Allocation of social housing depends largely upon the parish connections of applicants. Applicants appear higher in shortlists when bidding for properties if they have a connection with the parish in which the property is located or an adjacent parish.

### You have Parish Connections if

**You have lived and are currently living in particular civil parish or town for AT LEAST last 6 months**

We don't need to see anything else, we will use your proof of Connections to Wiltshire Council's area

OR

**You have lived in particular civil parish or town for 3 out of the last 5 years**

Please provide **Proof (s) of Address(es)\*** to cover this period of time

OR

**You have a Close Family Member\*\* who has been living in Wiltshire Council's area CONTINUOUSLY for AT LEAST last 5 years**

Please Provide **Proof of your relationship\*\*\*** and 2 forms of their **Proof of address\*** one dated within last 3 months and one 5 - 6 years ago

OR

**You are employed, self-employed or have an offer of employment in Wiltshire Council's area**

Please provide **Proof of Employment/offer\*\*\*\***

## Legend

**Proof of address\*** - we accept letter/document showing name and address, issued by one of the following: Bank, Building Society, DWP, HMRC, Council Tax, Electoral Services, GP/doctor, school/college, utilities, landlord.

**Close Family Member\*\*** - parent, grand parent, legal guardian, adult sibling or adult child.

**Proof of relationship\*\*\*** - this could be confirmed through providing Full Birth Certificate(s), Adoption or Special Guardianship Order(s), Marriage/Civil Partnership Certificate(s) and Deed(s) Poll (where the names have changed).

**Proof of Employment/offer\*\*\*\*** - Contract of Employment AND 2 monthly or 5 weekly payslips, Offer letter (for a minimum of 12 months) including the start date, Employer's letter confirming work contract details or Business Accounts from last financial year and all quarters to the date.

## Contact us

Email: [homes4wiltshire@wiltshire.gov.uk](mailto:homes4wiltshire@wiltshire.gov.uk) Tel 0300 456 0104

### IMPORTANT:

Please provide documents within **15 working days** from the date of completing the online application form.

We accept scanned copies/photos of documents. We do reserve the right to request originals.

If you knowingly withhold information, or provide false or misleading information, your case will be passed to our Fraud Team.

**Our Offices:**

<b>Trowbridge:</b>	<b>County Hall,</b> Homes 4 Wiltshire Bythesea Road Trowbridge Wiltshire BA14 8JN.
<b>Chippenham:</b>	Monkton Park, Chippenham SN15 1ER.
<b>Salisbury:</b>	Bourne Hill, Salisbury, SP1 3UZ .
<b>Devizes:</b>	Snuff Street, Devizes , SN10 1FG.

Homes  4  
Wiltshire

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