**Required Documents**

Southwark will require the documents listed below in order to verify your Homesearch bidding application. Failure to provide the required documents will result in the offer being withdrawn and possibly the closure of your application. If your circumstances have changed please do complete the online change of circumstances form located on the website [www.southwarkhomesearch.org.uk](http://www.southwarkhomesearch.org.uk).

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| --- | --- | --- | --- | --- | --- | --- |
| **Requirement**  | **Existing Housing association and Southwark Tenants** |  | **Private tenants/lodgers** |  | **Residents staying with family members and friends** |  |
| Proof of occupancy; | Tenancy agreement |  | Tenancy agreement or Lodgers agreement |  | Signed letter from family/friend confirming number of rooms in the property and where the occupant sleeps.  |  |
|  |  |  |  |  |  |
|  |  | If the above does not list the number of rooms in the property then a signed declaration from the landlord will be required.  |  |  |  |
| Most recent council tax bill |  | Most recent council tax bill |  | Most recent council tax bill |  |
|  |  | Completed & signed consent form  |  | Completed & signed consent form |  |
|  |  |  |  |  |  |  |
| Identification for adults; | Passport |  | Passport |  | Passport |  |
| British birth certificate |  | British birth certificate |  | British birth certificate |  |
| Immigration documents |  | Immigration documents |  | Immigration documents |  |
|  |  |  |  |  |  |
| Name change; | Marriage cert, deed poll letter |  | Marriage cert, deed poll letter |  | Marriage cert, deed poll letter |  |
|  |  |  |  |  |  |  |
| 2 x Proof of residence for **each adult**(**document must show continuous residence in the borough for a minimum of 5 years**) | Utility bill |  | Utility bill |  | Utility bill |  |
| Bank statement |  | Bank statement |  | Bank statement |  |
| Electoral register confirmation |  | Electoral register confirmation |  | Electoral register confirmation |  |
| Council tax bill |  | Council tax bill |  | Council tax bill |  |
| DWP letter |  | DWP letter |  | DWP letter |  |
| Full drivers licence  |  | Full drivers licence  |  | Full drivers licence  |  |
| College university confirmation |  | College university confirmation |  | College university confirmation |  |
| Proof for children within the household | Each child's FULL birth certificate. |  | Each child's FULL birth certificate. |  | Each child's FULL birth certificate. |  |
| Child Benefit confirmation letter |  | Child Benefit confirmation letter |  | Child Benefit confirmation letter |  |
| Custody or Residence Order |  | Custody or Residence Order |  | Custody or Residence Order |  |
| confirmation from Social and health services |  | confirmation from Social and health services |  | confirmation from Social and health services |  |
|  |  |  |  |  |  |  |
| Proof of income  | Confirmation from DSS showing name and address **or** Recent Pay-slip Letter from employer showing name and current addressContract of employmentMost recent P60 Bank statement showing wages**For self employed**:Most recent tax HMRC returnStatement of account from certified accountant confirming rates chargedRelevant invoices covering the last 9 month periodVoluntary national insurance contributionsBank statement detailing income going into account for 9 month periodSelf employment registration |  | Confirmation from DSS showing name and address **or** Recent Pay-slip Letter from employer showing name and current addressContract of employmentMost recent P60 Bank statement showing wages**For self employed**:Most recent tax HMRC returnStatement of account from certified accountant confirming rates chargedRelevant invoices covering the last 9 month periodVoluntary national insurance contributionsBank statement detailing income going into account for 9 month periodSelf employment registration |  | Confirmation from DSS showing name and address **or** Recent Pay-slip Letter from employer showing name and current addressContract of employmentMost recent P60 Bank statement showing wages**For self employed**:Most recent tax HMRC returnStatement of account from certified accountant confirming rates chargedRelevant invoices covering the last 9 month periodVoluntary national insurance contributionsBank statement detailing income going into account for 9 month periodSelf employment registration |  |
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Additional priority is awarded through our starring system. To qualify for this priority you will be required to provide the following evidence.

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| --- | --- | --- |
| **Starring system** | Documents |  |
| Paid employment (all 5 documents must be provided) | 1. Recent payslip
 |  |
| 1. Contract of employment
 |  |
| 1. Bank statement
 |  |
| 1. showing wages
 |  |
| 1. Recent P60
 |  |
| Self employed | 1. Confirmation of registration of self employment
2. Most recent tax HMRC return
3. Statement of account from certified accountant confirming rates charged
4. Relevant invoices covering the last 9 month period
5. Voluntary insurance contributions
6. Bank statement detailing income going into account for 9 month period
7. Self employment registration
 |  |
| Voluntary work | Declaration from charity confirming on headed paper1. Charity registration information
2. the date voluntary work commenced and confirmation that volunteering is continuing
3. the number of hours committed each week
4. additional supporting data will be required
 |  |

**Additional persons –** We will only include the applicant, anyone who lives with you as a partner and dependant children for whom you are the parent, legally appointed guardian or carer. If you are the carer, or being cared for, the council will only include other people where it is satisfied that there is a medical or social reason. If you are the guardian of a child and are unable to provide a court order, or social services report, we may seek confirmation from other departments.

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| **Additional persons** | **Documents** |  |
| Identification for adults | Passport |  |
|  | British birth certificate |  |
|  | Immigration documents |  |
|  |  |  |
| Children | Full birth certificate |  |
|  | Child benefit/Tax credits |  |
| Continued… |  |  |
| Where a child has been looked after by another person we will require a combination of the following: | Residency or custody order |  |
| Social services order |  |
| Letter from the former guardian with contact details |  |
| Confirmation from health services |  |
| Confirmation from school |  |