

London Borough of Richmond upon Thames - Housing and Regeneration Department

Documents we may need to see to support a homelessness application

If you have been offered an appointment with a housing options officer, you will need to provide evidence of eligibility, homelessness, income and priority need.

Please see the four lists below for documents needed depending on your circumstances.

1. Evidence of eligibility

Nationality:	Documents required:
UK citizen	<input type="checkbox"/> Passport or birth certificate
EEA (European national)	<input type="checkbox"/> Passport or National ID card <input type="checkbox"/> Proof that you are currently in employment or have been employed continuously for 12 months.
Other nationalities	<input type="checkbox"/> Passport and relevant residence visa or home office documents

2. Evidence of homelessness

Reason for homelessness:	Documents required:
Evicted from private rented accommodation	<input type="checkbox"/> Tenancy agreement <input type="checkbox"/> Landlord notice (section 21 or section 8 notice) <input type="checkbox"/> Court order for possession <input type="checkbox"/> County Court Bailiff warrant or High Court Writ of possession
Evicted from council property	<input type="checkbox"/> Notice of seeking possession <input type="checkbox"/> Court order for possession <input type="checkbox"/> County Court Bailiff warrant
Evicted by resident landlord	<input type="checkbox"/> Tenancy agreement <input type="checkbox"/> Written notice
Evicted from a property you own	<input type="checkbox"/> Mortgage lender notice <input type="checkbox"/> Order for possession <input type="checkbox"/> County Court Bailiff warrant or High Court Writ of possession
Evicted by family or friends	<p>The owner or tenant of the property you have been residing in must attend the office with you at your appointment for an interview and provide their:</p> <input type="checkbox"/> Photograph ID and <input type="checkbox"/> proof of tenancy or home ownership details <p>Please note that a phone call or letter is not sufficient evidence. If they are unable to attend we will arrange a home visit</p>
Discharged from hospital/prison/HM Armed Forces	<input type="checkbox"/> Discharge documents
It is not safe for you to remain in your home because of violence	<input type="checkbox"/> Court Injunction or non molestation order <input type="checkbox"/> Crime reference numbers <input type="checkbox"/> Refuge discharge documents <p>If you do not have any of the above supporting documentation we may require you to complete a personal statement of your circumstances</p>

Cannot return home due to emergency such as fire, flood	<input type="checkbox"/> Report issued by the emergency services
Environmental or emergency services have deemed your home unsafe	<input type="checkbox"/> Report issued by the emergency services or environmental health services

3. Evidence of income

Circumstance:	Documents required:
All applicants	<input type="checkbox"/> 6 months bank statements for each account, for each adult household member <input type="checkbox"/> Evidence of any benefits
If you are employed	<input type="checkbox"/> 3 months wage slips
If you are self-employed	<input type="checkbox"/> If you are self-employed: Tax returns to HM Revenue and Customs if you are self employed

4. Evidence of Priority Need

Whilst we will not consider issues around your priority need during the initial stages of our work with you, it is useful if you could provide us with this information when we interview you. This will help us to consider what options may be suitable for you and your household.

Reason for priority need:	Documents required:
You have dependant children	<input type="checkbox"/> Children's full birth certificates or guardianship documents <input type="checkbox"/> Evidence of shared custody arrangements (if applicable)
You are pregnant (first 12 weeks)	<input type="checkbox"/> A letter from your GP
You are pregnant (after 12 weeks)	<input type="checkbox"/> Your maternity book
You are a care leaver	<input type="checkbox"/> We need to know the borough you were looked after in <input type="checkbox"/> Evidence of your care leavers plan
You have medical needs	<input type="checkbox"/> Evidence of your medical condition (physical or mental health). <input type="checkbox"/> A medical assessment form (we will provide you with this)
You are vulnerable due to violence	<input type="checkbox"/> Crime reference numbers <input type="checkbox"/> Injunctions <input type="checkbox"/> MARAC referrals If you are unable to provide these we will sensitively ask you to provide a personal statement of your circumstances
You are institutionalised as a result of prison service	Your probation officer will need to provide us with your <input type="checkbox"/> risk assessment <input type="checkbox"/> offending history
You have served in the Armed Forces	<input type="checkbox"/> Evidence of the length of your service <input type="checkbox"/> Medical Evidence from MOD