

Documents to be Provided

Racing Homes will register an application once all the proof of identity and residency has been received. The documents that can be accepted are listed below.

1. Identity

Applicants will need to provide one form of photographic proof of the lead applicant's identity, any partner and any other person over 16 included on the application. This would normally be a passport or a photo driving licence. Applicants will also need to provide at least one other form of identification for every person on the application. The documents that can be accepted include:

- Birth certificate
- Passport
- Driving Licence
- European Union Identity Card
- Immigration documentation
- Proof of Benefit

2. Address

Applicants will need to provide proof of current address, proof for partner and anyone else over 16 included on the application. This could include any of the following:

Rent book/card

- Tenancy agreement
- Recent bank or credit card statement (within last three months)
- Recent utility bill (also within last three months)
- If you are living with a parent or guardian, a letter from them confirming your residence, plus proof of their address

3. Pregnancy

If the applicant or member of their household is pregnant, Racing Homes will need a copy of the scan photo as evidence from the maternity services confirming the expected date of delivery.

4. Children under 18 included on an application

The Council will need a copy of the Birth Certificate for each child and satisfactory proof that the child lives with the applicant. This would normally be proof of Child Benefit.

5. Employment

Racing Homes will accept a contract of employment as proof, so long as it has been issued recently. A copy of the most recent pay slip will also be required.

6. Income

Copies of the applicants last three bank statements will need to be provided and proof of income for the applicant and if applicable the applicant's partner's income.

7. Supporting Checks

Racing Homes carries out checks for rent arrears or other outstanding debts with any Council or Registered Providers. Each case is considered on its individual merits – taking account of specific needs, reasons for the debt, any repayment plan that is in place and whether this is being maintained.

The Housing Team also checks with the Register of Electors, employers and landlords, and conduct home visits.