

TRANSFER LIST – DOCUMENT CHECKLIST
“TRANSFERS”

Housing Application Reference No. (Renewals Only): _____

Application Form Reference Number: HR _____

Full Name (Please print name of Sole/Joint Applicant) _____

Please send **ALL** required documents together rather than separately. Your application will not be assessed until all documents have been received. All documents must be received within 7 days of your initial application.

Please complete and return this checklist along with your documents to: housingoptions@brentwood.gov.uk or post them to: Housing Options, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY.

Please ensure that you include both your full name and your application HR reference number with ALL documents submitted.

The following documents are required **for every adult over 16 years** listed on your application:

DOCUMENT TYPE	DOCUMENT TITLE	PROVIDED (Please write in)
<p>A. IDENTIFICATION</p> <p>You must supply 2 x Passport style photographs AND 2 forms of ID from the adjacent list (one form of ID must be photographic).</p>	<ul style="list-style-type: none"> - 2 x Passport-Style Photographs AND - Passport - Birth Certificate - Driving License - Bus Pass (over 60s only) - Certified Photographs (with a supporting letter from the certifying professional) 	
<p>B. NATIONAL INSURANCE NUMBER</p>	<ul style="list-style-type: none"> - Proof of National Insurance Number. (e.g. NI Card, Wage Slips or Benefit Entitlement Letters) 	
<p>C. PROOF OF PREGNANCY (if applicable)</p>	<ul style="list-style-type: none"> - Proof of pregnancy, including the expected date of delivery 	
<p>D. PROOF OF LOCAL CONNECTION</p> <p>All documents listed in the adjacent column <u>must</u> be supplied</p> <p>Documentary evidence from Brentwood Borough Council (e.g. Council Tax) is NOT sufficient as external evidence is required.</p>	<ul style="list-style-type: none"> - Proof of Residency in Brentwood (official documents , dated within the last month) 	

<p>E. FINANCIAL INFORMATION</p> <p>Housing Register applications will remain deferred until ALL information requested is provided. If it is not provided in a timely manner from the date of application we reserve the right to cancel your application.</p>	<ul style="list-style-type: none"> - Employment Wage Slips (for the last 3 months) <i>If applicable</i> 	
<p>F. DOCUMENTS REQUIRED FOR EVERY DEPENDANT PERSON ON YOUR APPLICATION (I.E. THOSE YOU CONTINUE TO RECEIVE CHILD BENEFIT FOR)</p>	<ul style="list-style-type: none"> - Full Birth Certificate which shows parental names (i.e. NOT the short version) - GP Medical Card/Letter - Child Benefit Entitlement Letter, dated within the last 6 months or Bank Statements clearly showing recent CB payments. - Proof of National Insurance Number (if dependant is aged 16-19) 	
<p>G. ANY RELEVANT MEDICAL EVIDENCE.</p>		
<p>H. ANY OTHER DOCUMENTS YOU HAVE PROVIDED.</p>		