



# Applications Documents Required

To help us get everything ready for your new home, we'll need a few documents from you. This form explains what you'll need to provide, including proof of identity, address and income. Once you've sent these to us, we can move your application forward and make sure everything is in place for your sign-up.

## Proof of Identity (1)

### Right to Rent

All person(s) must provide an original identification and bring to the sign-up appointment. It is a legal requirement that this is checked by a staff member before the exchange of keys can take place.

Acceptable Identification is as follows: [Prove Right to Rent](#)

- Birth Certificate or Passport

### E-Visa

For all additions person(s) who are **NOT** British or Irish citizen, and you hold a British or Irish passport, you do not need to read the following below.

The documents highlighted below are being replaced and for anyone with:

- biometric residence permits (BRP)
- biometric residence cards (BRC)
- passport endorsements, such as indefinite leave to enter wet ink stamps
- vignette stickers in passports, such as entry clearance or visa vignettes

**If you have not already done so you will need to provide apply for an e-visa and provide this to us to confirm your right to rent.**

For further instructions follow the link: [Online Immigration Status \(E-Visa\)](#)

Additional support in terms of this cannot be provided by Irwell Valley Housing Association. You must seek legal guidance from [Legal Guidance Gov.UK](#)

## Proof of Current Address (2)

Acceptable documents include utility bill, bank statement, or benefit letter.

## Proof of All Benefits (3)

Customers in receipt of Universal Credit must provide two of their most recent pay statements and send in the form of a PDF file. Please see the attached filed under UC for further clarity. All other benefits can be accepted as a letter.

## Last 2 Wage Slips (if applicable) (4)

Official pay slip in the form of a PDF.

## Current Landlord Reference (5)

Download the landlord template file in the email and send to your current landlord.

## Proof of Income

Last two bank statements in the format of a PDF.

## Next of Kin (6)

Upload or send screen shot including full name, gender, email, mobile phone number, address, and relationship to you.

 0300 561 1111

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