

Rehousing Services

Your choice Your home

Information about joining the
Housing Register



Once you have completed your online application to join the housing register you will also need to provide:

- ✓ **Identification**
- ✓ **Proof of address**
- ✓ **Reference**

You must submit these proofs within 28 days of completing your online application or it will be cancelled and you'll need to make a fresh application.

Proof of Identification

What identification do I need to provide?

The table below shows what we require for you and your household:

	ID 1 <i>Primary</i>	ID 2 <i>Primary/ Secondary</i>	Proof of current address	Proof of Child Benefit	Proof of Immigration Status
You	✓	✓	✓		<i>Where applicable</i>
Your joint applicant	✓	✓	✓		<i>Where applicable</i>
Household Member (16+)	✓	✓	✓		<i>Where applicable</i>
Household Member (Under 16)	✓			✓	<i>Where applicable</i>

You must provide two forms of identification:

- One proof of ID
- One proof of UK address
- **Photo ID is also required to prove you and your household members identity** If you do not have photo ID, we will require a passport-sized photo. The same document cannot be used more than once e.g. driving licence as primary evidence and proof of address. Proof of child benefit is only required where children under 16 years of age are being rehoused with you.

Proof of ID documents

- Marriage certificate
- Divorce/Annulment papers
- Passport (*this can be expired but if the customer is an adult an adult passport must be produced*)
- Deed poll documentation for change of name (*to accompany details of former name if applicable*)
- Driving licence
- Current bus passes with photograph
- UK resident permit
- ID card issued by EEA/EU countries
- Home Office standard acceptance letter
- Immigration status document
- NASS 35
- Citizenship card (*with hologram and photo to prove age*)
- Medical card
- Birth certificate/Adoption certificate
- Letter from Social Worker/Probation Officer/Solicitor

Proof of Address

- Recent utility bill paid in that person's name (last quarter)
- Driving licence
- Home Office standard acceptance letter
- Letter from DWP for tax credits
- Bank statement from within the last 3 months
- Wage slip from current employer
- Life assurance/Insurance policies
- Proof of all other benefits

Proof of Child Benefit

- Child benefit award letter
- The last 3 consecutive months bank statements (Only where award letter is not available)

References

Why do we need a reference?

Providing us with this information helps us to understand how you have managed your previous tenancies. If you have not had a previous tenancy we will need a reference from a reputable person to support your application.

Who can provide the reference?

The reference should be provided by your current or most recent landlord or a reputable person.

How do I complete my reference?

We have a Reference Form that we would prefer you to use, this is available to download or print from the Sheffield Property Shop website. You will need to give the Reference Form to your current or existing landlord or reputable person for them to complete.

What should my reference include?

This depends on your current circumstances – see below for

what references should include. These lists are not exhaustive but suggest the types of details a reference should include for it to be accepted.

Housing Association Tenants

- Has your current tenancy been managed successfully?
- Has any damage been caused to the property during your time as a tenant other than standard wear and tear?
- Are there any rent arrears outstanding? If so, is there a repayment agreement in place?
- Have there been any instances of unacceptable behaviour such as Anti-Social Behaviour (ASB)?
- Would the landlord accept you as a tenant again in the future?
- Is there anything else which a future landlord would need to be aware of?

Private Rented Tenants

- Has your current tenancy been managed successfully?
- Has any damage been caused to the property during your time as a tenant other than standard wear and tear?

- Are there any rent arrears outstanding? If so, is there a repayment agreement in place?
- Have there been any instances of unacceptable behaviour such as Anti-Social Behaviour (ASB)?
- Would the landlord accept you as a tenant again in the future?
- Is there anything else which a future landlord would need to be aware of?

Renting from another Local Authority

- Has your current tenancy been managed successfully?
- Has any damage been caused to the property during your time as a tenant other than standard wear and tear?
- Are there any rent arrears outstanding? If so, is there a repayment agreement in place?
- Have there been any instances of unacceptable behaviour such as Anti-Social Behaviour (ASB)?
- Would the landlord accept you as a tenant again in the future?
- Is there anything else which a future landlord would need

to be aware of?

Owner Occupiers

- Has your mortgage been managed successfully?
- Are there any arrears outstanding? If so, is there a repayment agreement in place?
- Has the mortgage been settled?

Supported Accommodation

- How have you benefited from support?
- Have you met regularly with the support agency?
- How have you changed since the support began?
- Do they believe you would be able to maintain a tenancy in the future?
- Will you continue to receive support and if so, for how long?

Living with Parents

If you have not lived independently in the past you will still need to provide a reference, this could be from an employer, a teaching professional or a support worker.

- How long have you been in employment?
- Are you punctual?
- Provide an example where

you are reliable and responsible

- A support worker could provide details about progress you have made, skills you have developed to enable you to live independently

No Fixed Abode

If you do not have a fixed abode you will still need to provide a reference, this could be from a support worker.

- What support has been provided and why it was necessary?
- Have you engaged fully with the support agency?
- Have there been improvements since support began?
- Skills you have developed to enable you to live independently
- Will you continue to receive support and if so, for how long?

Sheffield City Council tenant

Current Sheffield City Council tenants will not be required to provide a reference, in most cases. However, if there is an occasion where we do require a reference from you,

we will inform you of the need to provide one. This may be due to previous rent arrears or unacceptable behaviour by yourself or someone included on your application. In these cases, the reference will need to be provided by a suitable person e.g. a support worker or social worker.

How to provide a reference

The reference should be taken to your local Housing Office or First Point. This should be provided with your proof of ID and address.

If you are unable to attend your local office please contact us on **0114 293 0000** or **205 3333** for further advice.

Any questions?

If there are any issues in providing us with a reference, please contact us on **0114 293 0000** or **205 3333** for further advice or speak to a member of staff available at the Sheffield Property Shop or in our public offices.

Contact Housing Services



Phone: Call Centres 0114 293 0000
0114 205 3333
Repairs 0114 273 5555



Online:
Enquiries: www.sheffield.gov.uk/contacthousing
Website: www.sheffield.gov.uk/councilhousing

Follow us:   



Write: Council Housing Service
PO Box 483
M33 0DH



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