



Allocations Policy- Proof Checklist

All documents should be returned in person or to allocations@wsha.org.uk

<u>Area of confirmation</u>	<u>Documents Required</u>	<u>Proof Required</u> (marked accordingly. If box is empty, it is not required.)
Proof of Address-dated within the last 3 months (Two items showing proof of address are required)	Utility Bill, Council Tax Bill, DWP benefit claim, Housing Benefit letter, bank statement, driving licence (including provisional license), wage slip, mortgage agreement or tenancy agreement.	
Proof of Identity- this requires to be photographic ID where possible (One item showing proof of identity is required)	Passport, driving licence (including provisional licence), bus pass, young Scot card, University identification card, National Identity Card or Biometric Residents Permit. Birth Certificate can be accepted if no photographic proof is available.	
For applicants who originate from outside the United Kingdom	Proof of residency status including leave to remain and proof to welfare benefits where applicable.	



In order for an applicant to submit a housing application and be awarded points or additional bedroom need as per the Allocations Policy, the following proof is required.

All Applicants

If an applicant is applying for additional points/bedroom space on their application

<u>Area of confirmation</u>	<u>Proof Required</u>	
Homelessness/No Fixed Abode	Proof of postal address from Welfare Benefits. AND Proof of postal address and verification why they cannot reside there.	
Medical points	Completion of the Association's medical form signed by a General Practitioner (GP) or supporting letter from a suitably qualified medical professional including but not limited to General Practitioner (GP), Occupational Therapist, Community Mental Health Team (CMHT) support worker, Nurse Practitioner, Surgeon, Community Links Worker or Health & Social Care Partnership (HSCP) support worker.	



Access to children for additional bed space <i>(Proof to award 1 extra bedroom)</i>	Birth certificates for the child or children. AND Letter from the child or children's other parent or guardian advising of the childcare arrangements.	
Access to children for additional bed space <i>(Proof to award 2 or more bedrooms in line with the policy)</i>	Birth certificates for the child or children AND Verification of joint custody arrangement by a court order.	
Unsatisfactory Housing Conditions	Photographs of the property to show the disrepair or lack of amenities within the property. AND Correspondence between applicant and landlord regarding disrepair in property to show this has been raised and has not been resolved.	
Sharing Amenities <i>(These points will be checked and clarified at a home visit prior to offer)</i>	Proof of address for all other members of the household as noted above and dated within the last 3 months.	
Overcrowding <i>(These points will be checked and clarified at a home visit prior to offer)</i>	Proof of address for all other members of the household as noted above and dated within the last 3 months. Proof of bedspaces available will be clarified at home visit.	
Additional bedroom for unborn baby	MATB1 Certificate	



	Prior to offer staff will verify that pregnancy has continued.	
Under-occupation <i>(These points will be checked and clarified at a home visit prior to offer)</i>	Proof of bedspaces available will be clarified at home visit. (RSLs & LAs only)	
Tied Accommodation	Proof of end of contract with employer. AND Proof of tenancy agreement tied to employment.	
Members of the Armed Forces who are leaving active service	Confirmation of expected date or date of discharge.	
Insecurity of Tenure	Proof of residing with friends or relatives, living in caravans, mobile homes or other non-standard accommodation based on proof of address. OR For tenants of private landlords, proof of tenancy agreement.	
Harassment <i>(This is targeted harassment against the applicant or a member of their household)</i>	Proof of reports to Police Scotland including action taken (providing a crime reference number itself is not enough). AND/OR Support letter from Health and Social Care Partnership (HSCP) social work or other support agency.	
Travel to Work	Wage slip proving employment.	



	<p>OR</p> <p>A firm job offer.</p> <p>OR</p> <p>Support letter from employer if place of work is different to registered company address.</p>	
Support	<p>Letter from person who is receiving or providing the support including proof of address of this person dated within the last 3 months.</p> <p>OR</p> <p>Support letter from suitably qualified medical practitioner or support agency advising on the need to receive or provide support within the local area.</p>	