Newham London

Document Requirements for Homeless Prevention Advice and Assistance Applications

The fastest way to get the support you need is to upload all the required documents in your online application for homelessness assistance. Use the guidance below to check what documents you will need to provide and get them ready before starting the form.

If you don't have documents in electronic form already, you can get assistance to scan them at any of the **libraries in Newham** - **do this before you start the form.** Photos of documents can be used. Each document or photo must have a unique file name and be no larger than 10 MB.

Proof of identity and immigration status

One document from List A, plus one from List B if you are from outside the UK, must be provided for every person you want included on your application.

List A

- Passport
- Identification card (European Countries)
- Biometric identification card (front & back)
- Full birth certificate

List B

- Home Office documentation confirming immigration status in the UK
- E-visa share code

Proof of your housing history for the last 5 years

One document from the list below must be provided for **each year** for **every property** you have lived in for the last 5 years. Documents must be in your name as the applicant and show the address and date.

- Tenancy agreement
- Utility bills (e.g. electricity or water)
- Bank statements
- Medical letters
- Driving licence
- Rent statement/book
- Other official document showing your name, address and date

Example: if lived at 3 different addresses in 2023, you need to provide a document for each address for that year

Official document means a document, like a letter, from a recognised organisation on their headed paper e.g. the NHS, a bank or solicitor

Proof of pregnancy

One document from the list below must be provided for any person on your application who is pregnant.

- Certificate from your doctor (not your chemist)
- Maternity book/notes
- Doctor's letter with estimated due date (EDD)

Proof that you have been asked to leave your home - where you are not the tenant/owner of the property

- Written statement from the person asking you to leave

Proof that you are facing exclusion/eviction from a tenancy or owned property

Provide all that are relevant:

- Tenancy Agreement
- Notice to Seek Possession
- Gas Safety Certificate - given at start of tenancy
- Energy Performance Certificate (EPC) - given at start of tenancy
- Electrical Safety Certificate - given at start of tenancy
- Right to Rent leaflet and the date issued - given at start of tenancy
- Evidence of deposit protection scheme - given at start of tenancy
- Possession Order
- Bailiffs Warrant
- Injunctions or other legal documentation relevant to your exclusion/eviction
- Copies of any complaints put in writing to the landlord

Details of any property you own or have owned

One of the following for each property you own or have owned:

a) If you are a sole or joint owner occupier of a property, a letter from a solicitor is required to show how much money you would be entitled to receive if the property is sold.

b) If you have already sold the property, a completion statement from the solicitor who dealt with the sale is required.

Income details

Provide all that are relevant for each household member who has some form of income from employment or a benefit:

- Contract of employment
- Pay slips
- Earnings from self-employment
- Benefit entitlement letters

Medical or details of support received

Evidence from a doctor or hospital may be provided in support of your application including details of prescribed medication.

Disrepair issues

Provide one of the following to show what the disrepair issue is and how bad it is:

- a photo of the disrepair issue
- an inspection report