



## How to Complete the Housing Registration Form & Documentation Required

All adults **to be housed** will need to provide:

*(not required for SMBC Tenants unless circumstances have changed).*

- **Proof of Identity** - Passport, Birth Certificate or Full Driving Licence
- **Proof of current address** – in the form of tenancy agreement, driving licence, current utility bill,  
Or current bank statement (no more than 3 months old)

Children to be housed with you:

- **Birth Certificate or Passport**
- **Proof of Child Benefit**

If you or anyone included in your application is pregnant, we will need you to provide **Proof of Pregnancy** (*Detailing estimated date of delivery*)

**European (EEA) Applicants will need to provide proof of income** - payslips and/or proof of benefits (Main and Joint Applicant)

**A2 Applicants** (Bulgaria / Romania) will need to provide Home Office documentation relating to employment

**Contact telephone numbers** – (**IMPORTANT**, so that contact can be made quickly to arrange a viewing of a property)

**List of all previous addresses (past 6 years), dates and landlord's name for Main and Joint applicant.** (*Please do not leave any gaps*)

If you are renting from a Private Landlord, Housing Association or Local Authority (other than Sandwell MBC) you will need to provide proof that your rent is paid regularly and is up to date and that you have conducted your tenancy in a satisfactory manner. The information we require is as follows:

- **Tenancy Agreement & Tenancy Reference Letter from your Landlord** - *please ensure the Tenancy Reference Form is completed and stamped with Company stamp*

If you own your own property then you will need to provide us with your most current mortgage statement.

**Non European Residents need to provide a letter from Home Office stating residency Status and provide a copy of their passport** (*Main Applicant and Joint Applicant if applicable*)

Students from overseas are **not** eligible for social housing with Sandwell MBC

**DATE & SIGN THE MEMBERSHIP FORM.**

**Should you fail to provide us with the full information, your form will be returned to you.**

**If the Housing Registration Form is to be sent by post, only send **copies** of the relevant documentation**