

**COMMUNITY HOUSING APPLICATION CHECK LIST**

**Before you call us to book an appointment to bring in your application, please ensure that you have completed the necessary paperwork and have the supporting evidence required (see below) before you email your application to [sales@communityhousing.co.uk](mailto:sales@communityhousing.co.uk)**

**Please note – incomplete applications will not be accepted**

	Applicant 1	Applicant 2
Completed application form (NB: If completed in Adobe, please use the <b>fountain pen/fill and sign</b> function on the pdf form to sign)		
Income & expenditure form		
Identification (Passport, driving licence, birth certificate)		
Bank statements – last 3 months for <b>ALL</b> accounts you hold		
Proof of income – last 3 months payslips or 3 years accounts		
Proof of savings or gifted deposit letter together with evidence of funds and ID of person gifting		
Loan agreement(s)		
Hire purchase agreement(s) details		
Credit card statement(s) – last 3 months		
Store card statement(s) – most recent		
Other income i.e Tax Credit letter, Universal Credit or PIP information		
Maintenance payments – Court Order or letter from parent		
Mortgage Certificate, Agreement in Principle or Mortgage Promise		
Home Choice Plus Registration number <a href="http://www.homechoiceplus.org.uk/HouseholdRegistrationForm">www.homechoiceplus.org.uk/HouseholdRegistrationForm</a>		
Orbit Application Reference <a href="http://www.helptobuyagent2.org.uk">www.helptobuyagent2.org.uk</a>		
Comments		