

## FORTH HOUSING ASSOCIATION - Proof Checklist

SECTION	CIRCUMSTANCE	PROOF REQUIRED	WHEN REQUIRED	POINTS AFFECTED
1.1	Current address	Bank statement, council tax statement, driving licence, references	At point of application/on request from FHA	Application will not be accepted if cannot prove current address
1.3	Immigration status	Passport or any other relevant documentation	At point of application/on request from FHA	Circumstances cannot be taken into account
2.2	Pregnant	Mat B1 Form/Pregnancy confirmation document	At point of application/on request from FHA	No extra bedroom or points can be awarded
2.3/4.3	Access to children	Letter from parent/guardian of the child and birth certificate	At point of application/on request from FHA	No extra bedroom or points can be awarded
3.8	Homeless/threatened homeless	Confirmation unintentional homeless from local authority	At point of application/when circumstances change	No points awarded without this
3.9	Asked to leave secure accommodation - NTQ	Copy of valid NTQ from landlord	At point of application/on request from FHA	No points awarded without this
3.9	Leaving the armed forces	Certificate of discharge	At point of application/on request from FHA	No points awarded without this
3.9	Asked to leave family home	Letter from parent/guardian	At point of application/on request from FHA	No points awarded without this
3.9	Ready to leave supported accommodation	Letter from support provider	At point of application/on request from FHA	No points awarded without this

<b>3.9</b>	Asked to leave house rented from employer	Employers notice letter	At point of application/on request from FHA	No points awarded without this
<b>3.9/3.15</b>	Harassment	Letter from organisation providing support/can corroborate the harassment	At point of application/on request from FHA	No points awarded without this
<b>3.10</b>	Rising/penetrating damp in property	Certificate from environmental health/confirmation from council/landlord	At point of application/on request from FHA	No points awarded without this
<b>3.11</b>	Structural defects in property	Certificate from environmental health/confirmation from council/landlord	At point of application/on request from FHA	No points awarded without this
<b>4.2</b>	Overnight carer	Confirmation from Social Work, Medical body or similar that an overnight carer is required.	At point of application/on request from FHA	No extra bedroom or points can be awarded
<b>4.6</b>	In need of rehousing as physical or mental health is affected by current housing circumstances	FHA medical assessment form plus supporting documentation from a medical practitioner, e.g. GP/ Occupational Therapist/ Hospital Consultant/ Community Psychiatric Nurse	At point of application/on request from FHA	No points awarded without this