

# RIGHT TO BUY STAGE ONE

## DOCUMENTARY EVIDENCE OF IDENTITY & PROOF OF ADDRESS – REQUIREMENTS

As part of the Right To Buy process ALL applicants are required to provide original documentary evidence in order to prove their identity, right to be in the UK and residency (proof of address). ALL applicants are required to attend the appointment.

Applicants that have a joint tenancy but one party does not wish to purchase, still are required to attend the first meeting and provide original documentary evidence of identity, right to be in the UK and residency.

Swindon Borough Council is required to protect the public funds they administer and to this end may use the information the applicants have provided for the prevention and detection of fraud.

Right To Buy applications will not be processed if these documents are not submitted with the application. Similarly, applications will not be processed if evidence provided is not original, contains errors, expired or are not a complete document e.g. pages missing.

All evidence submitted in all sections must contain current information, in date and original documents. Where documents are presented in a different language, the original document must be submitted with a certified English translation.

### Section A – Confirming Identity

**Applicants must provide TWO identity documents, ONE of which must contain a photo of the applicant.**

- **Passport (UK or EEA)**
- **UK Citizen Card** from the Police
- **Driving Licence**
- **Residence Permit** and relevant documents issued by the **Home Office**
- **Birth Certificate**

Where applicants **supply a Birth Certificate, but their birth name/surname has changed** due to e.g. marriage or by Deed Poll, they must **also provide additional evidence to prove and trace name change.** For example a **Marriage Certificate / Deed Poll document / Divorce Proceedings** etc. documents.

If the applicant only holds one form of identity as above, they will need to contact the Right To Buy team concerning identity countersigning procedure guidelines.

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### Section B – Proof of Address

**Tenant applicants must provide TWO proof of address documents**, which have been issued within the last three months of your Right To Buy appointment date.

**Family members** (that are not listed tenants) **must provide TWO 12 months' worth of documents**, to prove 12 months residency at address. These documents must have also been issued from 12 months backwards from your appointment date.

We will not accept documents issued by Swindon Borough Council due to verifying the applicant's residency independently through other organisations e.g. utility suppliers, banks, insurance providers etc. **The documents supplied in this section must reflect the applicant's residency at the address as their main and principle home, it must be evidence relating to the property.**

We will not accept documents issued by the NHS or any other type of health related document.

Evidence submitted must contain all pages of the documents, e.g. if it states '1 of 4' pages or reference to additional documents attached, we need all pages/attachments, otherwise it is not a complete and valid document and it will not be accepted for the RTB application.

- **Bank statements** (must include transaction pages and not accepted: 'summary of' / 'charges on' account letters or credit card statements)
- **Utility statement** (e.g. water, gas, electricity, landline phone - must include usage breakdown on statement. Not accepted are mobile phone related documents.)
- **Property insurance** (e.g. buildings / contents insurance – must include policy certificate)
- **Vehicle insurance** (must include policy certificate)
- **Wage slips / Universal Credit payment statement**
- **HMRC Tax Document** (e.g. tax assessment or statement of account)
- **Pension statement** (issued by the government, employer or Self-Invested Personal Pension (SIPPs))