



Cumbria Choice

Choice Based Lettings



The next steps...

Once you have confirmed that you'd like to proceed with your application for the property which you've bid upon and been shortlisted for there are a few more steps which you need to take, and documents which you need to provide.

You will need to complete a pre-tenancy interview and affordability assessment so that we can find out a little bit more about you and your circumstances, and then we will decide on your suitability for the property. These processes will normally be completed by phone at an agreed time and date, and therefore the following information must be sent ahead of the appointment:

Pre-tenancy interview

- Identification (see reverse)
- National insurance number
- A current/previous landlord reference, or character reference if you have never held a tenancy
- Claimant commitment for those in receipt of JSA

Affordability assessment

- Proof of income (payslips – 2 months or 5 weeks, benefit award letters)
- 2 months recent bank statements

We will only make an offer subject to all of the above being completed and passed. If this is not the case, we will not be able to continue the lettings process with you, and will then move onto the next person on the shortlist.

Requirements at sign-up for new home

1 week's rent at sign-up

If you are offered the property then you will be required to pay a sum equivalent to 1 week's rent at your sign-up meeting. This amount must remain as a credit on your rent account throughout the duration of your tenancy. This requirement applies to all tenants, regardless of entitlement to Housing Benefit or Universal Credit payments. This is in addition to the requirement to pay your rent as it is due, which is in on a weekly basis (or less frequently provided it is always in advance).

Occupancy of your new home

If you expect to be in receipt of Housing Benefit then it is essential that you occupy the Impact property from the day your tenancy begins. If you do not do so, then you will receive no payment from the local authority for the period that the property is unoccupied and you will be responsible for making your own rent payments for this period. If claiming Housing Benefit or the housing element of Universal Credit, you must also submit your claim to the local authority or the DWP as soon as your tenancy begins.

Available ID documents

- Group 1 documents in List A permit the holder permanent right to rent in the UK.
- Group 2 documents in List A must be shown in a combination of two.

List A (Group 1): Acceptable single documents which show an unlimited right to rent

UK passport	EEA/Swiss national passport/identity card	Registration Certificate or document certifying permanent residence of EEA/Swiss national	EEA/Swiss family member Permanent Residence card
Biometric Residence Permit with unlimited leave	Passport or travel document endorsed with unlimited leave	UK immigration status document endorsed with unlimited leave	A certificate of naturalisation or registration as a British citizen

List A (Group 2): Acceptable document combinations which show an unlimited right to rent (any 2 of the below to be shown in combination)

UK birth or adoption certificate	Full or provisional UK driving license	A letter from HM Prison Service	A letter from a UK Government Department or Local Authority
A letter from National Offender Management Service	Evidence of current or previous service in UK armed forces	A letter from a police force confirming that certain documents have been reported stolen	A letter from a private rented sector access scheme
A letter of attestation from an employer	A letter from a UK further or higher education institution	A letter of attestation from a UK passport holder working in an acceptable profession	Benefits paperwork
Criminal Record Check			