



**Pre-Tenancy
Assessment:**
A guidance
document

Contents

A guide to your pre-tenancy assessment	3
What is a pre-tenancy assessment?	3
What happens at the assessment?	3
What proof of identity and proof of income do you accept?	5
What if I need to change my pre-tenancy assessment appointment?	6

A guide to your pre-tenancy assessment

We must make sure that all Homesearch members are eligible and qualify for housing with us in line with our policy and procedures and that they can successfully sustain a Vico Homes tenancy. To help with this, we do a Pre-Tenancy Assessment.

By completing this assessment, it doesn't guarantee an offer of any home you have or may express interest in. We'll also be doing this assessment on other households who are being considered for the same homes. We sometimes do these assessments when you aren't showing on a shortlist, to check your eligibility and sustainability.

We need to check that the information on your Homesearch application remains the same. If there are any changes, you may need to complete a new application form. It's your responsibility to keep your application up to date. You may be bypassed for homes if your information doesn't match.

What is a pre-tenancy assessment?

A pre-tenancy assessment helps us to check eligibility and affordability of Homesearch members and that you qualify for a home in line with our policy and procedures.

The Homesearch Officer will ask questions about your personal details, household income and expenditure as well as details of any support that you're currently receiving or that you require.

What happens at the assessment?

Where possible, the Homesearch Officer will visit you at your home address to complete the assessment.

You'll need to provide:

- Proof of identity for all applicants
- Proof of income for the household
- Right to Rent Share Code (if anyone on the application aged 18 or over isn't a British or Irish citizen)
- Proof of your immigration status (for all applicants who aren't a British or Irish citizen)
- Details of your landlord including contact details, as we may choose to get a reference
- Details of any support workers and / or support plans if applicable



The Homesearch Officer may also need to do a home inspection so please make sure your home is ready for this. We do this to make sure that your home is of a satisfactory standard and that you haven't breached any tenancy conditions.

To help keep our officers safe, please make sure all pets are kept in a separate room from where the assessment will happen. We won't tolerate any unreasonable behaviour towards our officers. On some occasions, two officers may be present.

Please let us know if there are any parking restrictions on the street outside your home (such as permit or pay and display zones). You can do this by calling us on 03449 02 02 02 before your assessment appointment.



What proof of identity and proof of income do you accept?

Proof of identity

For proof of identity, we can accept one document from list A or two from list B:

List A

- Passport
- UK Residence Permit
- EEC Identity Card
- Photo ID Driving Licence
- Photo ID Card from employment
- Photo ID Bus Pass (elderly)
- Citizen Card
- CSCS Card
- Gas Safety Card

List B

- Birth Certificate
- National Insurance Card
- Gender Recognition Certificate
- Paper Driving Licence Pre 1998
- Marriage / Civil Partnership Certificate
- Utility Bill (issued in last three months)
- Bank / Building Society Statement showing full address (issued in last three months)
- TV Licence
- Deed poll (name change) issued by Solicitor
- Addressed Payslip (issued in last three months)
- HMRC letters or statements showing full address (issued in last 12 months)
- Mortgage statement (issued in last 12 months)
- Benefits statement (issued in last 12 months)
- Council Tax Statement (issued in last 12 months)



Proof of Income

If you're working, we'll need to see your last two month's / eight week's payslips. These can be on paper or online.

If you receive any benefits, we'll need to see proof of these too, dated within the last three months. We can accept paper or online proof, such as online banking, for all benefits except for ESA. If you receive ESA, you'll need to show a benefit letter confirming if this is income related, or contribution based. If you don't have access to online banking, you may need to get a paper bank statement to show your most recent payment.

If you receive Universal Credit, we'll need to see a full breakdown of your latest statement. This can be from your online account or a printed Universal Credit statement from Jobcentre Plus.

If you receive Child Benefit, the amount received must match the children on the application.

The Homesearch Officer will need to photograph your proof of identity and proof of income.

If you can't provide these documents for the assessment, you will be given details of where to email this information to. Failure to provide this information may mean you're bypassed for any home with us until this information has been received.

What if I need to change my pre-tenancy assessment appointment?

If you need to change or cancel your appointment, please contact us as soon as possible on 03449 02 02 02.

