

## Waiting List Identification Requirements

To enable River Clyde Homes to verify details given by applicants, two forms of identification are needed before the application may be processed. The responsibility for providing confirmation lies with each applicant.

Applications to the waiting list now need to be accompanied by two forms of personal identification, one from each of the following groups:-

### GROUP A

National Insurance Number  
Child Benefit Award Letter  
Jobseekers/Income Support Book  
Pension Book/Award Letter  
Confirmation of Employment

### GROUP B

Birth Certificate  
Marriage/Divorce Certificate  
Driving Licence  
NHS Registration Card  
Utility Bill (eg Gas/Elec)

Where children under the age of 16 years are included in the application, the Child Benefit Award Letter **MUST** be shown.

A tenancy reference is required in respect of applicants who are, or were previously a tenant of any registered social landlord, **i.e.** any local authority or housing association. To allow information to be provided to River Clyde Homes by the current or previous landlord, a standard tenancy questionnaire will be prepared by staff and forwarded to the registered social landlord for completion. Applicants will be asked to provide written permission for the details of the tenancy to be released.

Applicants should note that authorisation of a request for inclusion on the waiting list is dependant upon the above verification requirements being met.