

Your Housing Options Assessment

Appointment:	Advisor:	Location of Office:
Date:		
Time:		

What to expect at your assessment

You have asked us to help you with housing. We need to fully assess your circumstances so that we can work with you to get the best outcome for you and your household. An appointment has been made for you to meet with a Housing Options Advisor to do this.

- You will need to bring some documents with you to your appointment and these are listed below
- Our aim is to provide you with a plan, based on your personal circumstances, to prevent you from becoming homeless.
- The plan will provide you with steps that you need to take and steps that the Council can take to support you to stay in your current home or, if that is not possible, to find a new home which will be available to you for at least six months.
- You are welcome to bring a friend or advisor with you to the assessment. You can request for your Housing Advisor to be of the same sex.
- If you have already become homeless, whether or not you have been provided with temporary accommodation, the assessment will take into account the steps that you need to take and the steps that the Council can take to relieve your homelessness so that you can find suitable accommodation to move to.

Information you have already provided:

You have told me about your housing problem

The actions we think are the most practical things to help you before your appointment are as follows:

What you should bring with you to your appointment

Please bring to your appointment all the documents that your housing advisor has ticked in the list below:

Document	(Tick box)
Proof of you and your household's identity (passport, birth certificate, driving licence, proof of immigration status)	
Proof of pregnancy	
Proof of your income (benefit award letter and/or your most recent payslips for the past 2 months)	
Child benefit award letter	
Pension award letter	
Tax credit award letter	
Bank statements for the past 2 months for ALL accounts held by you and your partner	
Any tenancy or license agreement you have or used to have	
Notice to Quit/Possession Order	
Copy of Tenancy Document Checklist and Tenancy Deposit Protection certificate	
Utility or council tax bill at current address	
Recent Mortgage statement or copy of land registry certificate showing ownership	
Final statement of proceeds from sale of property	
Letters or statements detailing any rent or mortgage arrears	
Contract of employment or P60	
Documents or letters showing details of any debts	
Documents or letters showing details of any illness or disability you may have including a list of your medication (i.e copies of repeat prescriptions)	
A copy of any injunctions taken out by or against you	
Other evidence of your personal circumstances	

Your information:

All the information you provide will be treated as confidential under the Data Protection Act (unless the law requires disclosure, for example, if there are concerns for a child's or adult's welfare). We may contact other organisations on your behalf but this will always be in accordance with Data Protection Legislation.



Contact us...

by telephone: 0300 300 4370

by email: housing.options@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

