



Housing Register

Are you on the waiting list for Council Housing?

If yes, then let the Housing department at the council know your new address in writing.

If no, then apply now by filling in a housing registration form available from the Council. The earlier you apply the quicker you will accumulate points. (You have to have a certain number of points for the Council to consider you for housing)

If you are joining the Council's Housing Register for the **first time** you will need proof of identification and residence in Watford

For **anyone** requiring housing you will need proof of the following (where applicable):

- Any present tenancy
- Marriage
- Divorce
- Pregnancy
- Contact arrangements with children from a previous relationship
- Ownership of any other property

If you have applied for housing before and need to update your application you will also need proof of identification and residence in Watford

For any **new** applicant being added to your Housing Application, you will need proof of their identification, residence in Watford and proof of circumstances.

Only original documents will be accepted. You should take them with your application to the Housing Reception at the Town Hall. They will photocopy your documents there and give you your originals back together with a receipt for the application.

Proof of Identification

In addition to your **Birth Certificate** you must provide one of the following as proof of identity:

- Passport
- Proof of Age Identification Card (with photo)
- Employee Identification (with photo)
- HM Forces Identification (with photo)
- EU Identification (with photo)
- Approved Immigration Status Document

Proof of Residence

Provide any **two** of the following for each applicant which are recent and have the relevant name and address stated on them.

- Household utility bill (gas, electricity, water, Council Tax)
- Tenancy Agreement/licence
- DSS benefit document
- Driving Licence
- Bank statement, credit card statement, catalogue statement

Proof of Present Tenancy

Provide **one** of the following for each applicant:

- Tenancy Agreement/licence
- Rent Book
- Letter from your Landlord

Proof of Marriage

- A Recognised Marriage certificate

Proof of Divorce

- Your Decree Absolute

Proof of Pregnancy

- Your Pregnancy Health Record card

Proof of Contact with Children from a previous relationship

In addition to a Birth Certificate for each child you will need to provide any one of the following:

- Letter of Confirmation from a solicitor
- Letter of Confirmation from a Social Worker
- Letter of Confirmation from the other Parent/Guardian
- A Court Order

Proof of Ending Ownership of Previous Property

In addition to a Letter from a Solicitor or Building Society which confirms the assets realised from the sale or transfer of the property, you will need to provide any one of the following:

- Certificate of Sale
- Letter of Confirmation from a Solicitor
- Letter of Confirmation from a Building Society

Please note your details will not be added to the Housing Register if you do not provide the relevant proof.

If you have any queries ring the Councils Housing Needs Section at the Town Hall (see useful contacts)

