

# Paperwork Checklist

<b>ALL JOBS</b>	✓
<b>DWP EST Consent Form (Main Applicant):</b> <a href="https://www.intueco.co.uk/datamatch">https://www.intueco.co.uk/datamatch</a> or upload a completed paper copy.	
<b>Proof of Address: Dated within the last 12 months.</b> Can <b>only</b> be one of: Council Tax Bill / Water Bill / Gas Bill / Electricity Bill / Landline Telephone Bill / Mortgage Statement / Bank Statement (only if not used as FLEX proof)	
<b>Land Registry Check:</b> Questions asked about when the property was bought and a search done to see if a record exists. If needed get copies of deeds or TR1 & completion letter. Use the homeowner declaration form if the homeowner doesn't live at the property.	
<b>LA FLEX</b>	
<b>Route 1 (under £31k) proof of earnings needed for each adult occupant:</b>	
⇒ Working – Last 4 months complete bank statements & 3 most recent payslips	
⇒ Retired with Private Pension – Last 4 months complete bank statements & most recent P60 or last 3 pension statements	
⇒ Retired with no Private Pension – Last 4 months complete bank statements	
⇒ Self-Employed – Last 4 months complete bank statements & most recent self assessment tax return	
<b>Council Tax Bill</b> Shows the amount of adult occupants in the household and can double up as POA	
<b>FLEX Application Form</b> Signed by the customer and route 1 chosen - including the earnings breakdown page if needed.	
<b>Route 3 (NHS Referral):</b>	
Online NHS referral needs completing by either a doctor or healthcare professional <a href="https://www.intueco.co.uk/nhsreferral">https://www.intueco.co.uk/nhsreferral</a> Once completed the doctor or healthcare professional needs to forward this on to the LA from an NHS email address – instruction are provided in an automated email upon completing the online referral	
<b>FLEX Application Form</b> Signed by the customer and route 3 chosen – no need for anything else	
<b>HHCRO (Qualifying Benefits)</b>	
<b>Occupant is in receipt of a qualifying benefit:</b> Pension Credit / Universal Credit / Working or Child Tax Credits / Housing Benefit / Income Support / Income Based JSA / Income Based ESA (Benefit award letters can speed up installations but will still need to come back "matched" on Datamatch)	
<b>Benefit Recipient DWP EST Consent Form:</b> <a href="https://www.intueco.co.uk/datamatch">https://www.intueco.co.uk/datamatch</a> or upload a completed paper copy	
<b>Benefit Recipient Proof of Address:</b> Dated within the last 12 months. Can <b>only</b> be one of: Council Tax Bill / Water Bill / Gas Bill / Electricity Bill / Landline Telephone Bill / Mortgage Statement / Bank Statement	
<b>RENTED PROPERTIES – ONLY FTCH &amp; ASHP</b>	
<b>Landlord permission</b> form needs completing: <a href="https://www.intueco.co.uk/landlords">https://www.intueco.co.uk/landlords</a>	

ALL DOCUMENTS NEED TO BE EVIDENCED SHOWING ALL 4 CORNERS AND IN CLEAR FOCUS