

# WARM HOMES: LOCAL GRANT

ELIGIBILITY EVIDENCE



Call us now to chat to the Cosy Homes Team

**0330 606 1488**

OPTION 3 ON THE SWITCHBOARD



Everyone applying for a Warm Homes: Local Grant must meet Occupancy and Income eligibility. An application will not progress to a survey before all evidence is received, checked and verified.

An application must be in the name of a person who legally owns the property. Rhea Projects Ltd will carry out a Land Registry Search to verify ownership. If the property is not registered you will be asked to provide proof of ownership.

The information we require for the 3 eligibility routes is as follows:

### 1. IMD Postcode

- A current Council Tax Bill showing the owner(s) is resident at the address.
  - Gas/electricity Bill showing the applicant and relevant address.
  - Second document showing name and address (a recent wage slip or bank statement)
- If a second owner is on the proof of title – we require evidence that the person lives at the property or if not living at the property a letter from them giving permission for the works to go ahead or a death certificate.

### 2. Means Tested benefit

- Council Tax Bill showing the owner(s) is resident at the address.
- Recent Gas/electricity Bill.
- Letter of benefit entitlement or screenshot, this should include all pages. Eligible Benefits include:  
Income based Jobseekers Allowance (JSA)  
Income-related Employment and Support Allowance (ESA)  
Income Support  
Pension Credit (savings and guarantee)  
Universal Credit

If the eligible benefit recipient is not one of the owners we need additional proof of their occupancy at the relevant address such as a Bank Statement or bill.

### 3. Income of less than £36,000 (Gross)

- Council Tax Bill showing the owner(s) is resident at the address.
- 3 consecutive wage slips for every relevant person living at the property who makes up that household.
- Audited Account or Self Assessment for self employed residents.
- 3 consecutive bank statements preceding the date of the application for every account for every relevant person in the household.
- Recent Gas/electricity Bill.
- Letter of benefit entitlement for all non-means tested benefits including child benefit.
- Personal pensions.
- Annuities, Bonds, Investments which generate income.

### Landlord Applications only

For all Landlord applications we require the following:

- Council Tax Bill showing who resides at the address.
- A completed application listing tenants who live there.
- A completed DESNZ form.
- A Tenancy Agreement.
- Gas/electric bills showing that the tenants have occupied the property for at least 6 months.
- There must be a valid EPC for the property as this is a PRS requirement.

**Please note a rented property does not qualify if it is**

- A property with an EPC of F or G
- Occupied by students

The above list is not exhaustive and additional evidence may be sought to verify ownership, occupancy and income. We reserve the right to request up to date evidence at any time prior to grant approval if you have delayed the process to the extent that evidence may no longer be valid.



Blackpool Council



Chorley Council

