



Financial Assessment Document Requirements

We would like to help make your mutual exchange move as smooth as possible. We are here to support our tenant and the people they wish to swap with to be happy in their homes.

An essential part of our mutual exchange process involves you, as the incoming tenant to our property, undertaking a financial assessment. This is to ensure you are going to be able to sustain a tenancy that is adequate for your need and allow you to understand what the financial implications are if taking on this tenancy. Where this assessment does not take place we are unable to grant permission for this exchange.

In order for us to be able to go through this assessment with you please provide the below documents:

- Completed and checked housing application form.
- Three months' worth of banks statement.
- Three months' worth wage slips and/or proof of benefit income (most recent)
- Household composition
- New property details (including post code) and charges

If you are self employed you will need to provide proof of income over the last 3 months, this could include:

- Books,
- tax return
- Or this could be highlighted on bank statements.

Please do contact us on 0300 323 0325 if you have any questions and we will be happy to help.