

Please note: - important that you read the following to familiarise yourself with the process that needs to be completed if applying for the property.

Once registered and when you declare an interest for a property, the shortlist will be created taking the following into considering :-

- Tai Teg registration date;
- Your current housing situation;
- Your local connection to the area;
- Your household requirements i.e. single person 1 / 2 bed property.

If you are eligible and meet the above requirements then Tai Teg will invite you to upload the following information:

Please note: - all the information below must be submitted by uploading the documents to your Tai Teg account. We are unable to upload the document on your behalf due to GDPR and you must ensure that you upload the exact number of copies that have noted e.g. 3 months bank accounts and 3 months or 12 weeks' pay slips.

Purchasing a property

- If applicants want to be considered for a property to purchase, they will be required to upload the following documents for the main and joint applicant within **10 working days**.

Main Applicant & Joint Applicant

- 3 months of full recent bank statement (all account that you may have)
- 3 months recent payslips
- Proof of any other income (Tax credit or entitlement letter of private pension)
- Proof of savings (ISA, Bonds & Shares)
- Proof of I.D. (Passport/Birth Certificate/Driving Licence Card)
- Proof of residency (Utility bills/bank statements/electoral roll)
- P60
- Bank Loans (If applicable)
- Credit cards(If applicable)
- Store Cards (If applicable)
- Confirmation of decision in principle
- Child care charges (If applicable)
- Confirmation of decision in principle

If self-employed:-

- Certificate SA302 for the last 3 years

Renting a property

- If applicants want to be considered for a property to rent, they will be required to upload the following documents for the main and joint applicant within **5 working days**.

Main Applicant & Joint Applicant

- 3 months of full recent bank statement (all account that you may have)
- 3 months recent payslips
- Proof of any other income (Tax credit or entitlement letter of private pension)
- Proof of savings (ISA, Bonds & Shares)
- Proof of I.D. (Passport/Birth Certificate/Driving Licence Card)
- Proof of residency (Utility bills/bank statements/electoral roll)
- P60
- Bank Loans (If applicable)
- Credit cards(If applicable)
- Store Cards (If applicable)
- Child care charges (If applicable)

If self-employed:-

- Certificate SA302 for the last 3 years