



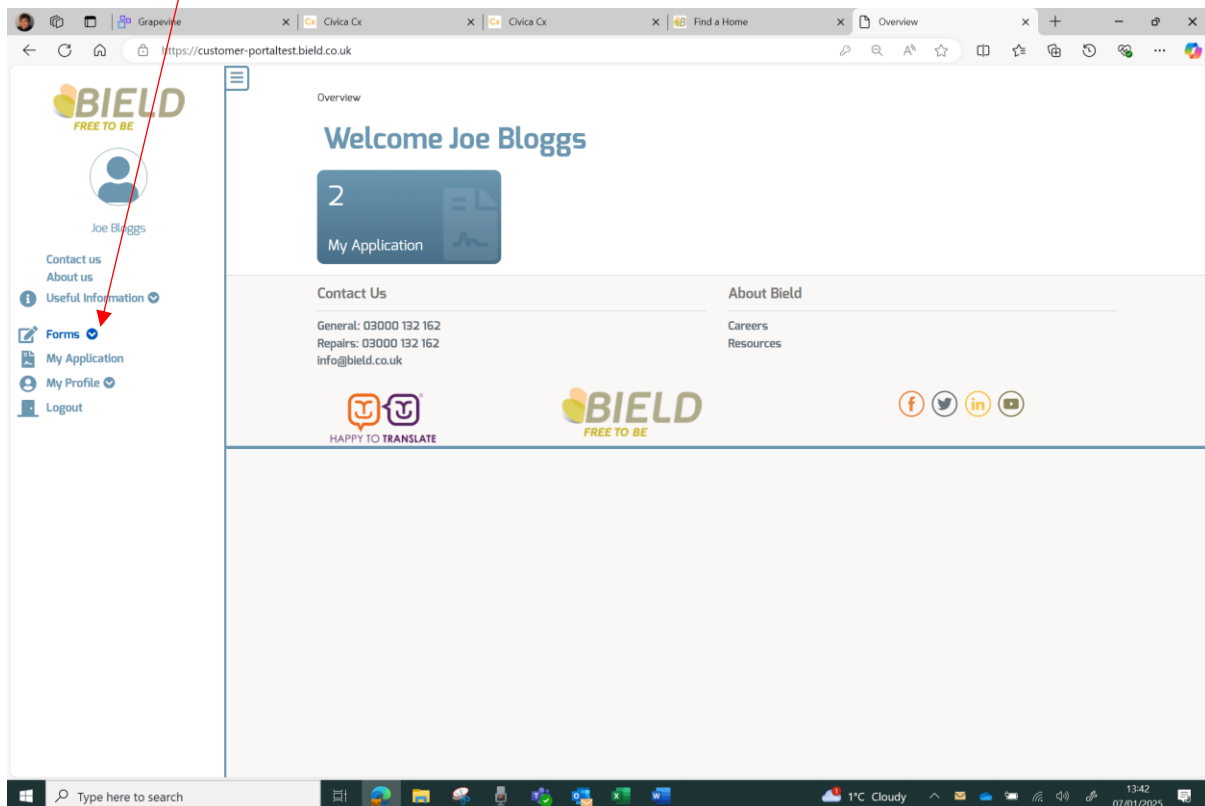
# Application Verification Documents on my Biield



As part of the Application process, you must supply verification before we can make your application live. Proof of identity and address is requested for every application. Also, depending on your current housing circumstances, we may need you to provide other supporting documents to ensure you are allocated the correct points.

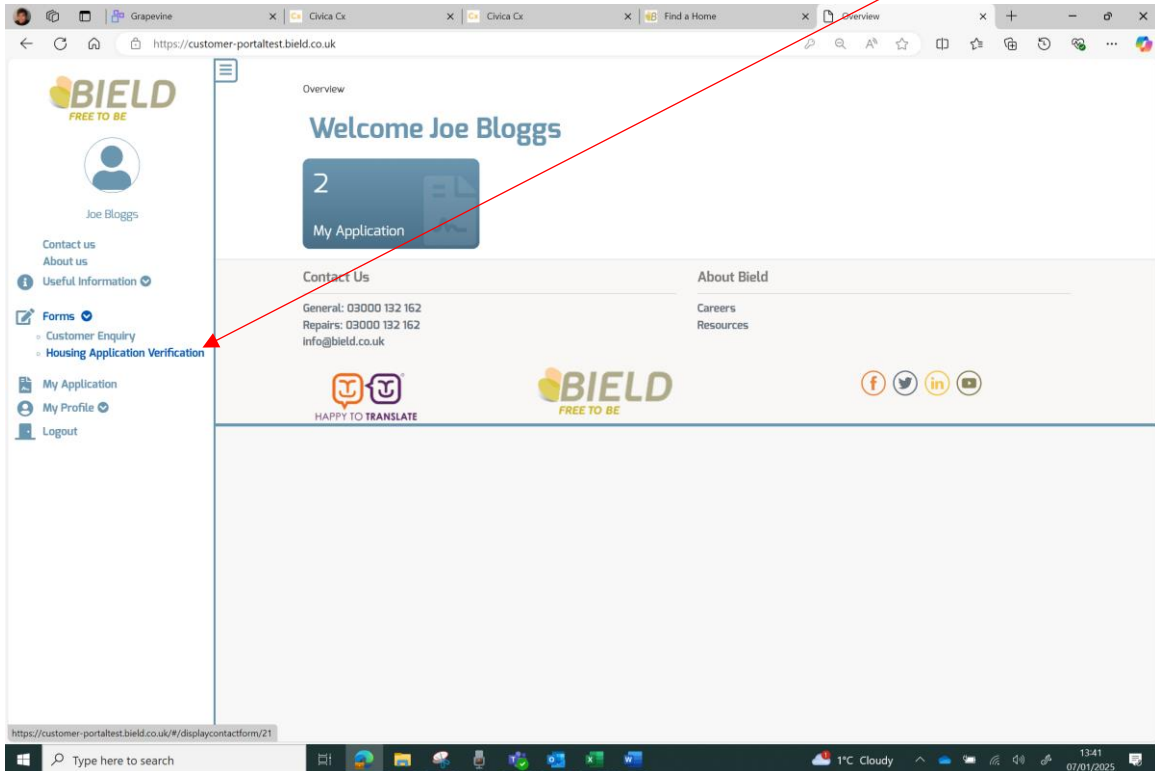
| Accepted Verification Items |   |
|-----------------------------|---|
| Type                        | Accepted Documents  |
| ID                          | Birth Certificate, Adoption Certificate, Passport, Driving Licence, National ID Card, HM Armed Forces Veterans Card, Marriage or Civil Partnership Certificate, |
| Address                     | Driving Licence, Council Tax or Utility Bill, Bank Statement, Copy of Tenancy Agreement, Mortgage Statement, Payslip or P60,                                    |
| Below Tolerable Standard    | Copy of Local Authority Statement,  |
| Notice to Quit              | Copy of Notice to Quit from Landlord and/or letter from Solicitor   |
| Statutory Homelessness      | Statutory Homeless Decision Letter  |
| Personal Harrassment        | Crime Reference, Social Work referral letter, Supporting documentation from medical professional,   |
| Power of Attorney (POA)     | Full copy of POA/Gaurdianship Paperwork   |
| Pregnancy                   | Form Mat B1   |

These documents can be provided via your My Bield account. On the Home page click on the down arrow beside the word Forms:

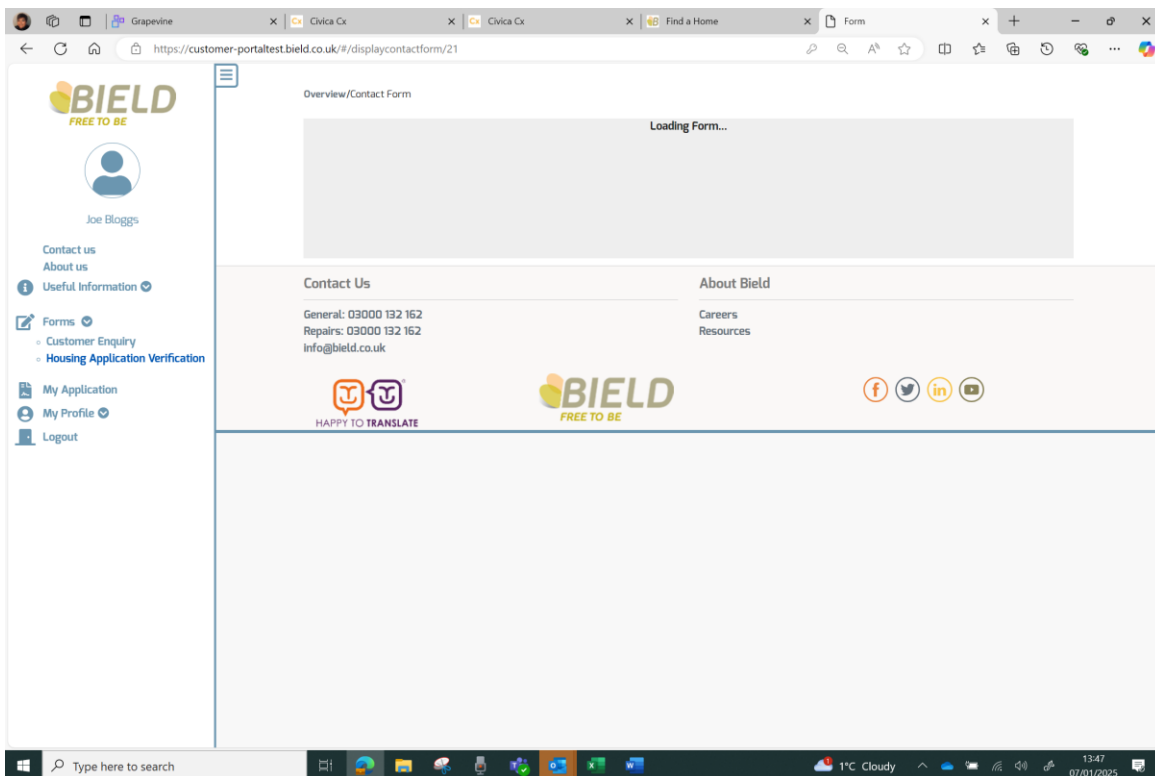




The Housing Application Verification Form link is now visible. Click on the link:



The form will take a few seconds to download:





Once downloaded you will see your personal details are already populated:

Overview/Contact Form

## Housing Application Verification Documents

Page 1

### Housing Application Verification Documents

Please add your application number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

#### Your Details

Title \*  
Mr

First name \*  
Joe

Last name \*  
Bloggs

DOB  
01/01/1945

Housing Application Number if known

Please click to put a tick in the box at the side of any listed developments you wish to be considered for which could not be input on your application form:

Charleston Dundee

#### Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1  
Select Image Remove Image

Verification Document 2

Verification Document 3

Verification Document 4

Verification Document 5

Save Progress

Submit

At any stage throughout the completion of this form you can save progress and return to complete it a later date by clicking Save Progress button at the bottom of the form:

Overview/Contact Form

## Housing Application Verification Documents

Page 1

### Housing Application Verification Documents

Please add your application number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

#### Your Details

Title \*  
Mr

First name \*  
Joe

Last name \*  
Bloggs

DOB  
01/01/1945

Housing Application Number if known

Please click to put a tick in the box at the side of any listed developments you wish to be considered for which could not be input on your application form:

Charleston Dundee

#### Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1  
Select Image Remove Image

Verification Document 2  
Select Image Remove Image

Verification Document 3  
Select Image Remove Image

Verification Document 4  
Select Image Remove Image

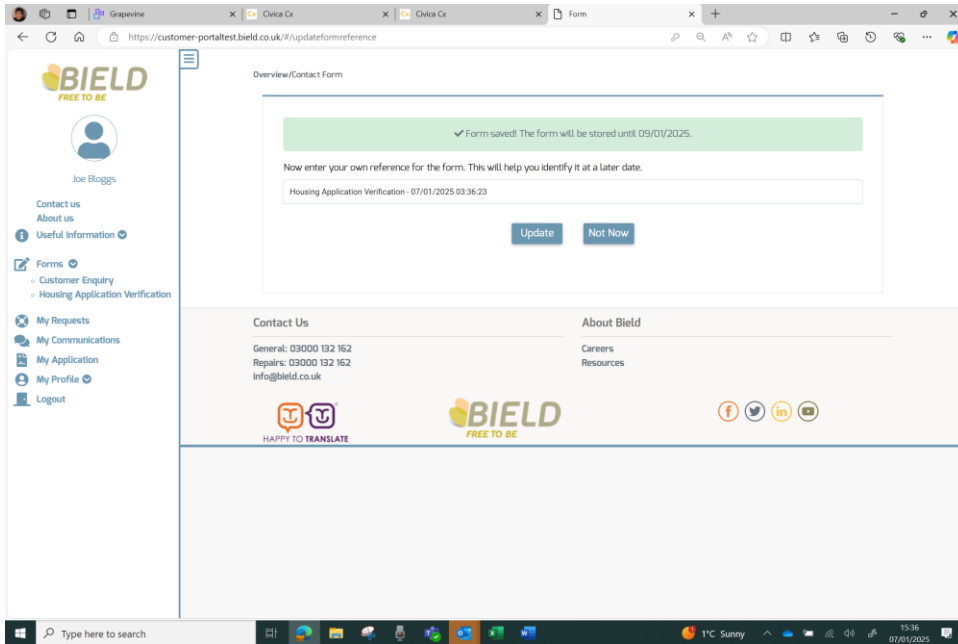
Verification Document 5  
Select Image Remove Image

Save Progress

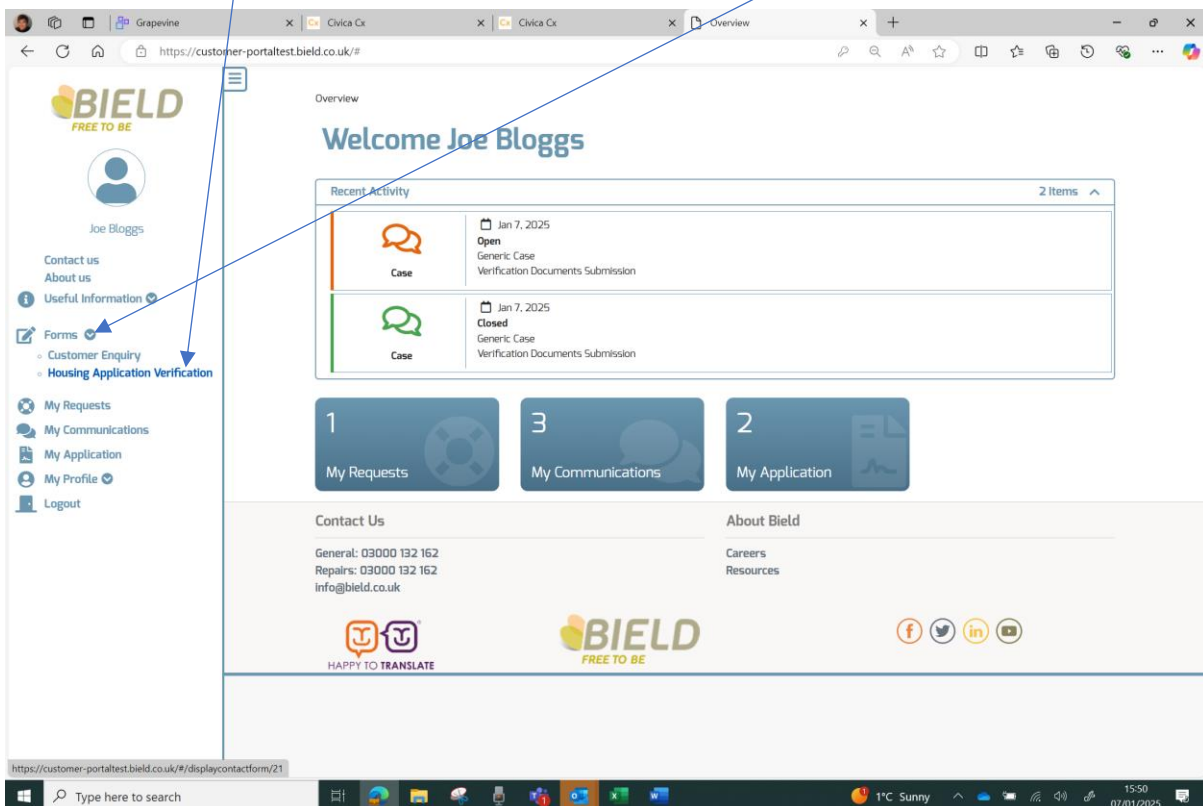
Submit



A message will confirm the form has been saved with an expiry date:



To return to your partially completed form click on the Forms down arrow and the Housing Application Verification link:





You should now see a link with your previously completed form, click on the document and pencil Update button:

Overview/Contact Form

Loading Form...

### Housing Application Verification

Create New Form

OR

Select a previously saved version from the list below

| Name   | Last Saved             | Update | Update |
|--|------------------------|--------|--------|
| Housing Application Verification - 21/01/2025 11:23:22 | 21/01/2025 11:23:24 AM |        |        |

Showing 1 to 1 of 1 entries

Previous 1 Next

Contact Us  
General: 03000 132 162  
Repairs: 03000 132 162  
info@bield.co.uk

About Bield  
Careers  
Resources

The form will then download ready for you to continue with completion and submission:

Overview/Contact Form

### Housing Application Verification Documents

Page 1

**Housing Application Verification Documents**

Please add your application number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

**Your Details**

Title **Mr**

First name **Joe**

Last name **Bloggs**

DOB **01/01/1945**

Housing Application Number if known **APP000288HS**

Please click to put a tick in the box at the side of any listed developments you wish to be considered for which could not be input on your application form:

Charleston Dundee

**Verification Documents**

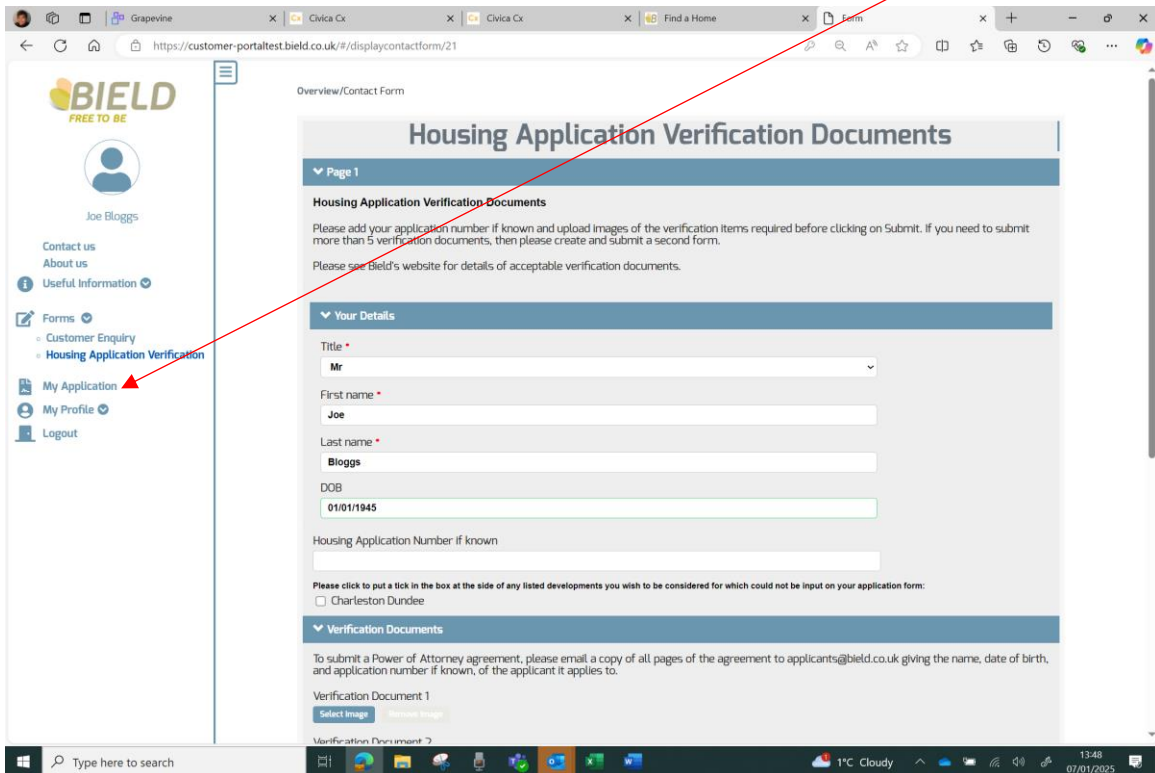
To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1

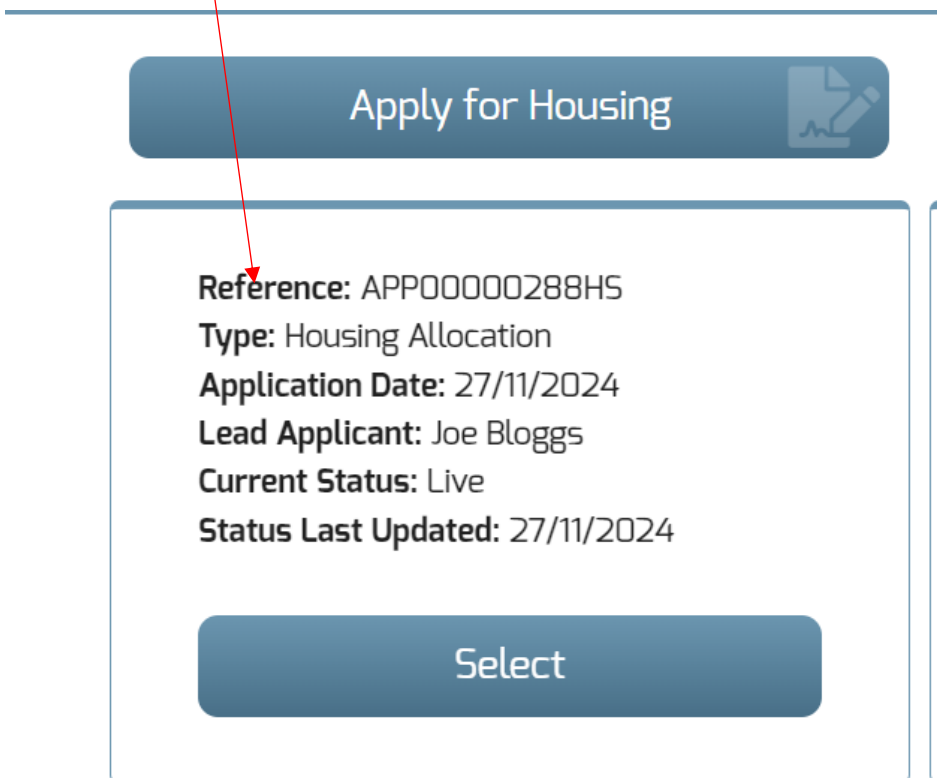
Select Image Remove Image



Your Housing Application number can be found if you click on My Application link:



Application Reference number is at the top:





Complete the form by adding the Application reference number, and if you wish to add the Charleston development to your application choices you need to add a tick in the box too:

## Housing Application Verification Documents

Page 1

### Housing Application Verification Documents

Please add your application number if known and upload images of the verification items required before clicking on Submit. If you need to submit more than 5 verification documents, then please create and submit a second form.

Please see Bield's website for details of acceptable verification documents.

#### Your Details

Title \*  
Mr

First name \*  
Joe

Last name \*  
Bloggs

DOB  
01/01/1945

Housing Application Number if known  
APP0000288HS

Please click to put a tick in the box at the side of any listed developments you wish to be considered for which could not be input on your application form:  
 Charleston Dundee

You can now upload a maximum of 5 different documents. Click on Select Image:

#### Verification Documents

To submit a Power of Attorney agreement, please email a copy of all pages of the agreement to applicants@bield.co.uk giving the name, date of birth, and application number if known, of the applicant it applies to.

Verification Document 1

Verification Document 2

Verification Document 3

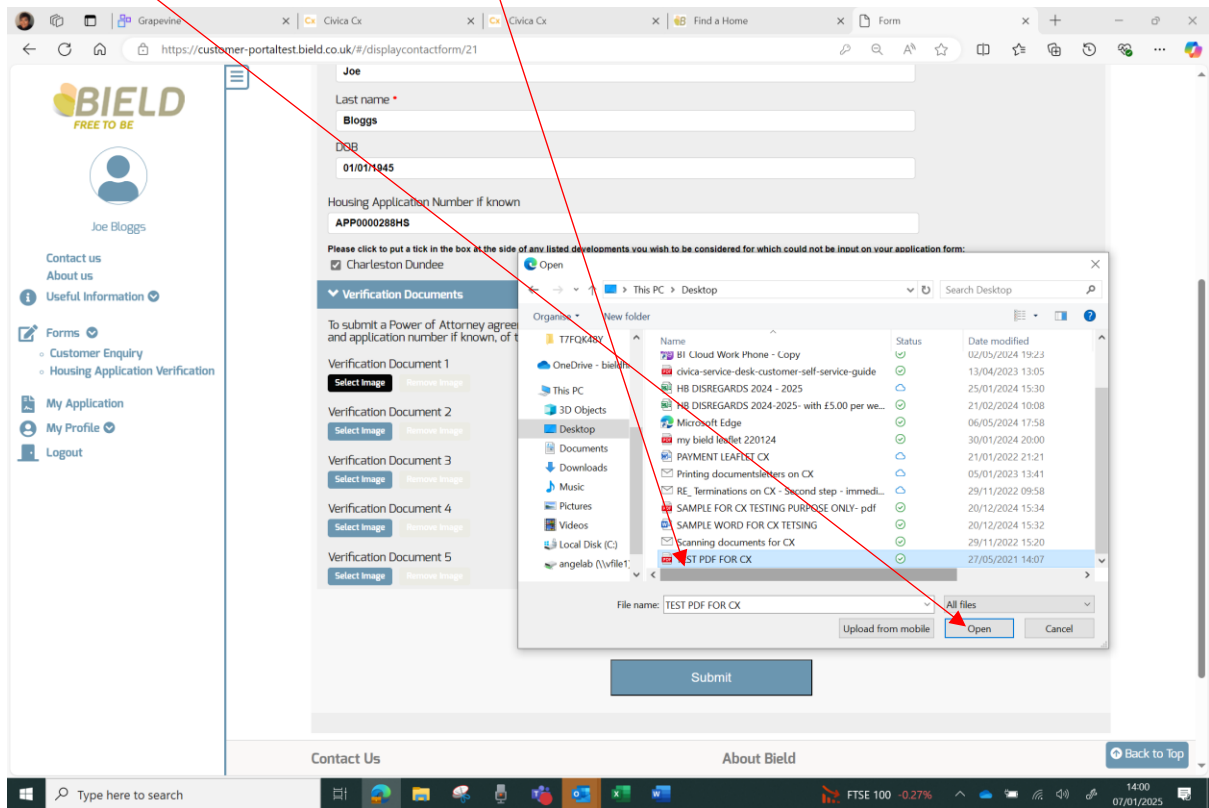
Verification Document 4

Verification Document 5

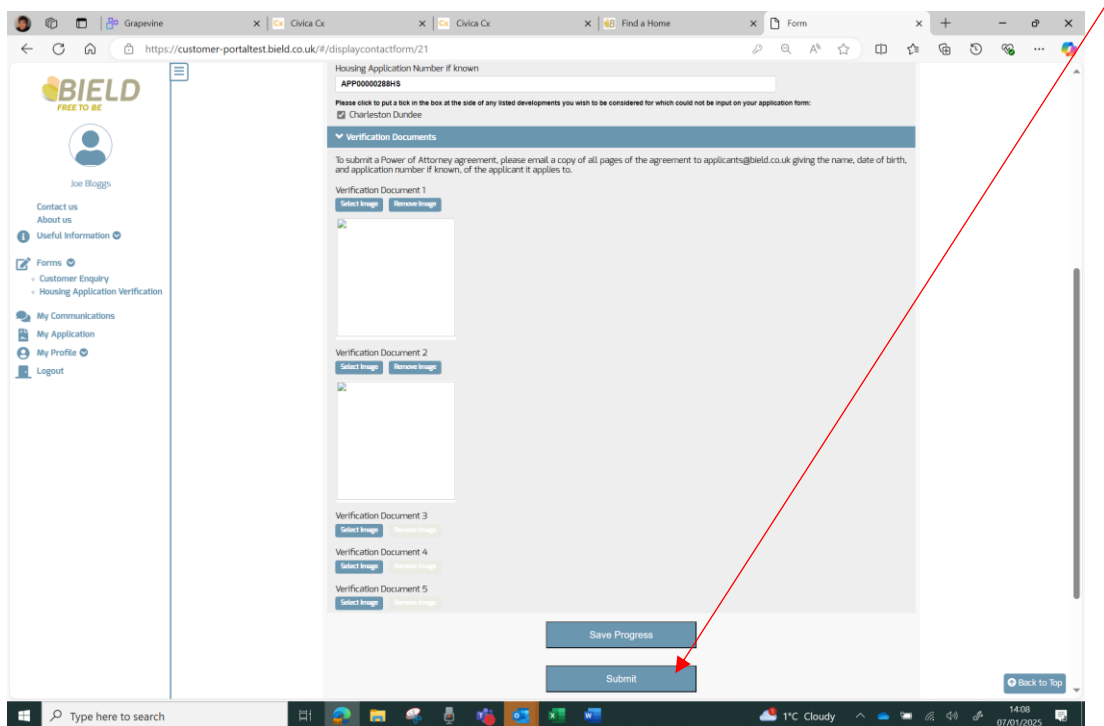




Locate the file which contains the document you are uploading, when found highlight it and click Open:

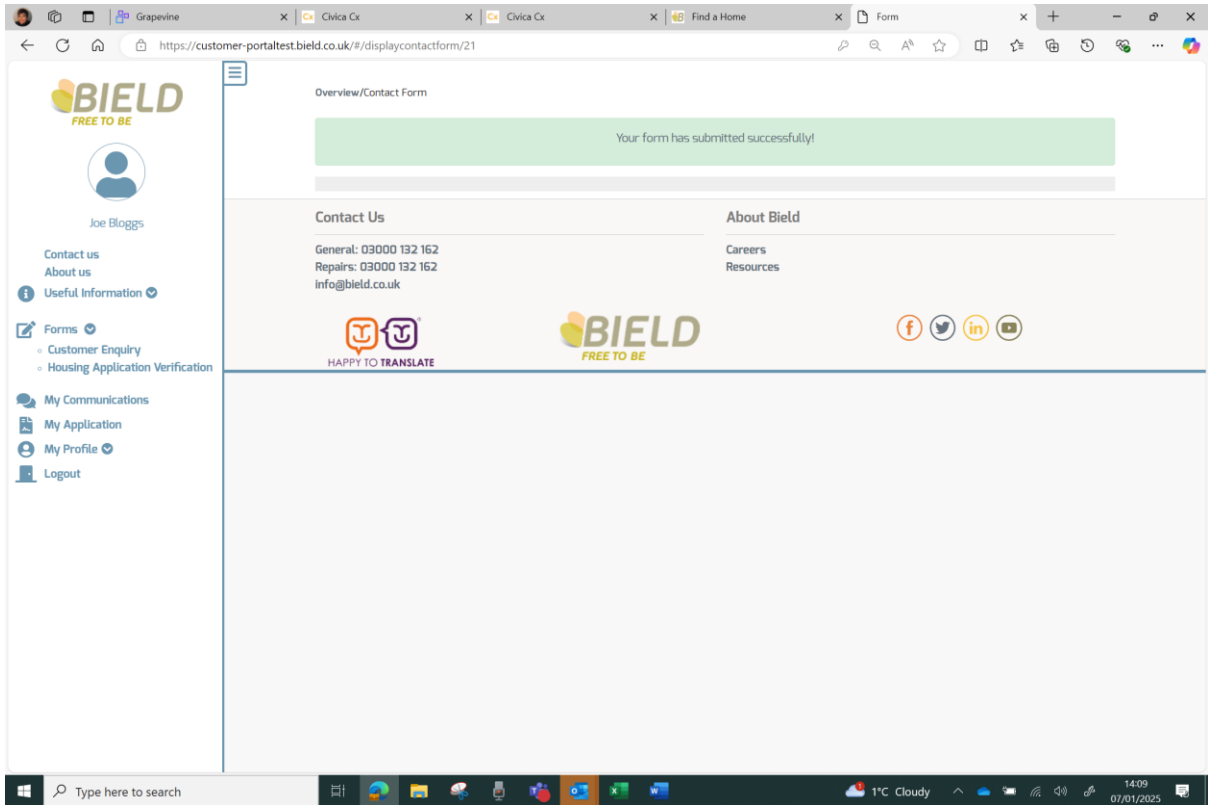


Repeat this process until all necessary documents have been uploaded, then click Submit:

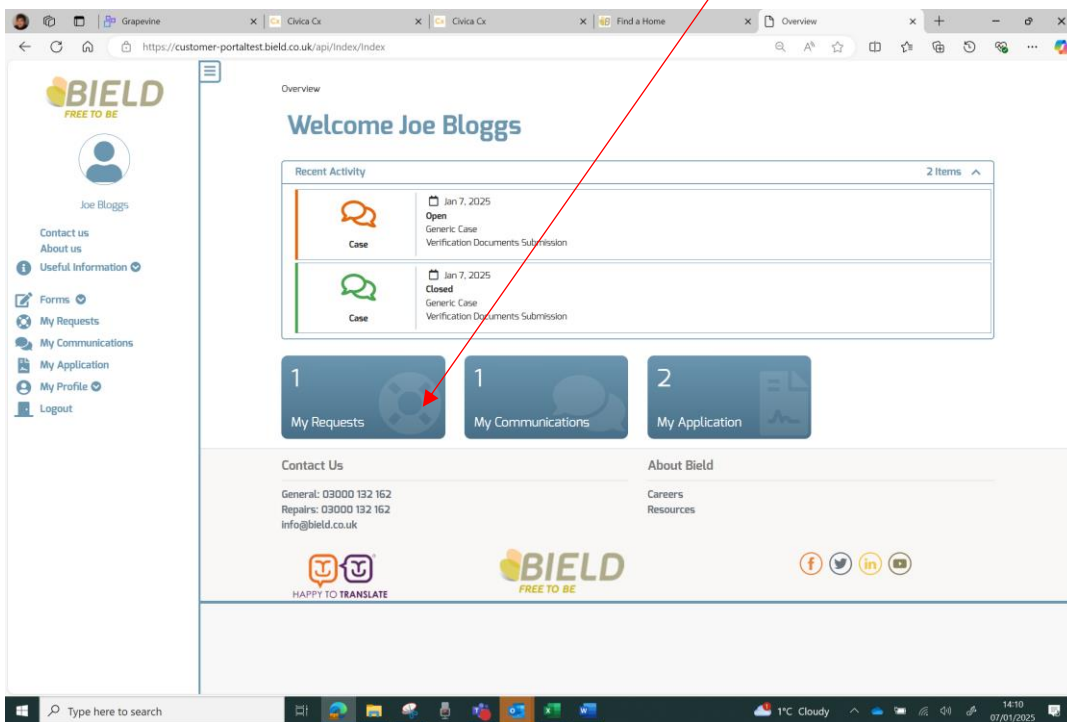




A confirmation message will show:

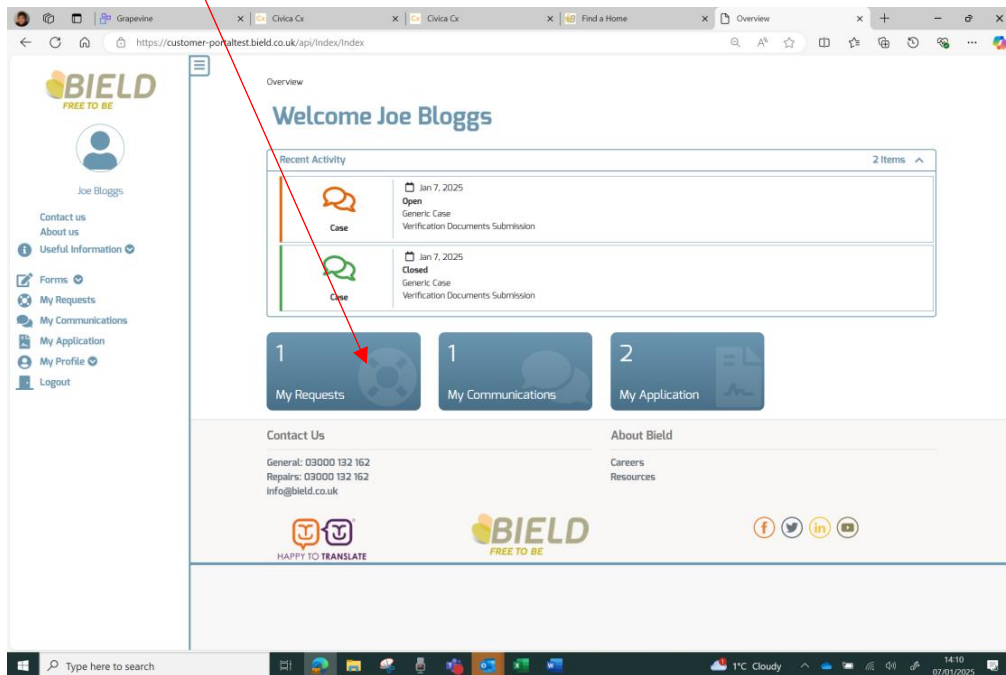


Once your form has submitted you will receive an email confirming your paperwork has been received and you will also see you now have a My Requests tile:





Click on this tile and you will see Generic Verification Documents Submission case has been created.



This case status will remain open until Bield Office staff deal with your paperwork, once your application has been updated confirming receipt of the documents this case status will change to closed.

## My Requests

**Details:** Verification Documents Submission

**Status:** Open

**Start Date:** 07/01/2025

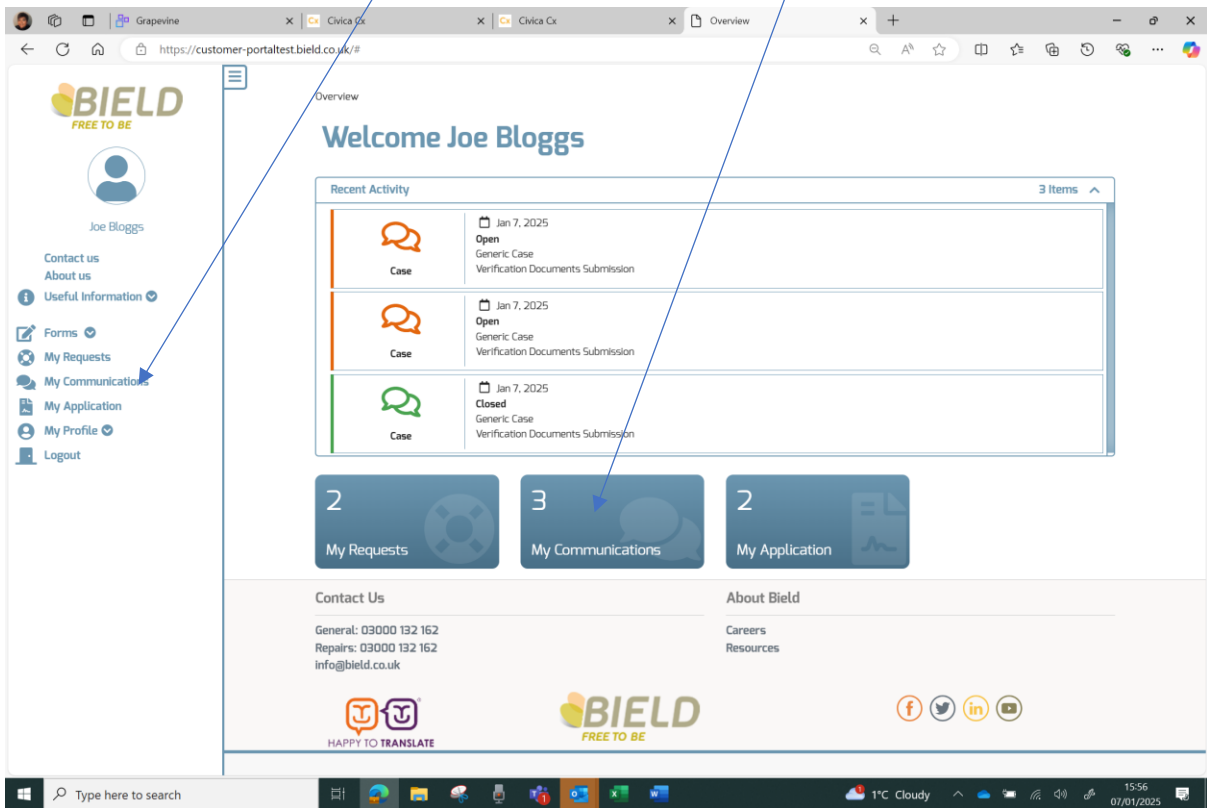
**End Date:** N/A

**Case Type:** Generic Case

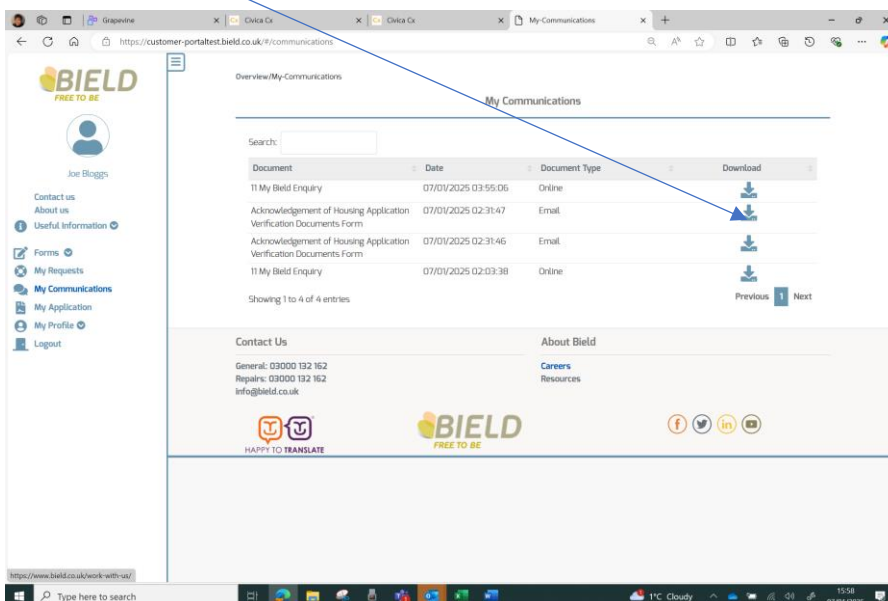
**Case Reference:** CSE012932G



Your confirmation email you receive in your inbox is also visible in your My Bield account. Click on either the My Communications link or the tile:

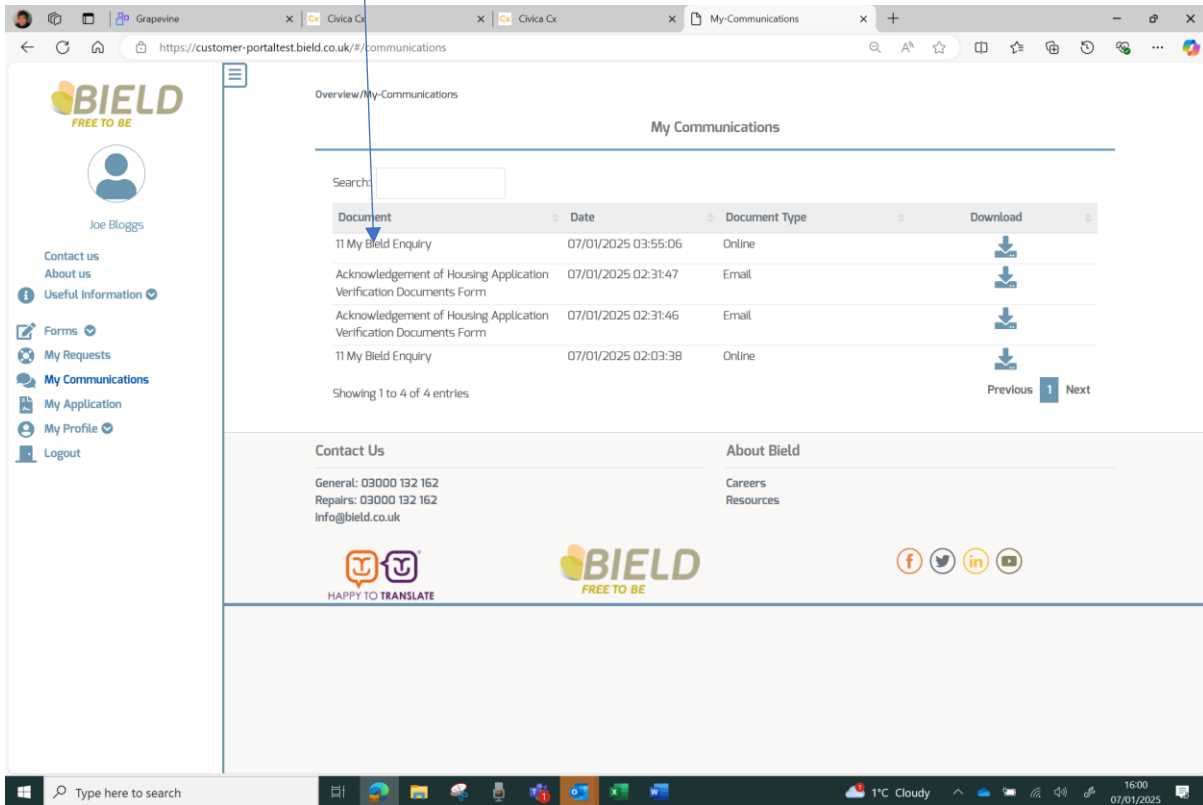


Here you will see a list of all communications created. You can view these online by clicking on the download option:





Please note “11 My Bield Enquiry” notification will show no content as this is only a notification generated to prompt Office Staff to deal with your paperwork you have submitted.



| Document Control: |                               |          |                       |          |
|-------------------|-------------------------------|----------|-----------------------|----------|
| Version:          | Author:                       | Date:    | Comments:             | Status:  |
| 0.1 Draft         | Angela Pratt                  | 07/01/25 | 1 <sup>st</sup> Draft | Draft    |
| 1.0 Final         | Angela Pratt/Elizabeth Rogers | 08/01/25 | Final                 | Approved |
| 1.1 Draft         |                               |          |                       |          |
| 2.0 Final         |                               |          |                       |          |