

## Application Verification Documents on my Bield





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 Item	S
Туре	Accepted Documents
	Birth Certificate, Adoption Certificate, Passport, Driving Licence, National ID
	Card, HM Armed Forces Veterans Card, Marriage or Civil Partnership
ID	Certificate,
	Driving Licence, Council Tax or Utility Bill, Bank Statement, Copy of Tenancy
Address	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
	Crime Reference, Social Work referral letter, Supporting documentation
Personal Harrassment	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:

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

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



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

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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										
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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.										
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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.
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Verification Document 2 Select Image Remove Image
Verification Document 3 Select Image Remove Image
Verification Document 4 Select Image Remove Image
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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:





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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:

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

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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.





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:

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

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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.

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