Document Uploader

You are able to upload your documents online.

You can do this from within the application form (see bottom of the page) or select finish later and log back in to upload documents later.

Click on the **Upload Documents** button.

**Upload Document**

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### Housing Register

<table>
<thead>
<tr>
<th>Reference ID</th>
<th>Start Date</th>
<th>Date of Submission</th>
<th>Current Status</th>
<th>Continue My Application</th>
<th>Change of Circumstance</th>
<th>Update Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>01676</td>
<td>11/10/2017</td>
<td>13/10/2017</td>
<td>COC-Unassigned (REG)</td>
<td>N/A</td>
<td>Click Here</td>
<td>Click Here</td>
</tr>
</tbody>
</table>

### Housing Advice

<table>
<thead>
<tr>
<th>Reference ID</th>
<th>Start Date</th>
<th>Date of Submission</th>
<th>Current Status</th>
<th>Continue existing application</th>
<th>Review Application</th>
</tr>
</thead>
</table>

Fields marked with an # must be filled in.
You will see the following screen.

You will have to add Name of document and Classification. You can also add a description.

You will need to select 'Browse' to find the document you want to upload then click on 'Upload'.

You will be able to see all the documents you have uploaded.
Please upload the following supporting documents.

You can upload these documents by logging into your account at a later stage if you do not have everything to hand.

1) Copy of your Notice to Quit (if applicable). This should be a Section 21 letter from your landlord or a formal letter from your family member.

2) Local Connection to Breckland district. This needs to be one of the following:
   a. Proof of your last 3 years' residency within Breckland district. This can be bank statements, utility bills or council letters.
   b. Your permanent contract of employment within Breckland district.
   c. Verbal or written permission from your immediate family member (parent or sibling) to check their council tax records to verify that they have resided in the Breckland district for the last 3 years.
   d. A recent rent statement or letter/email from your landlord confirming that you have no rent arrears.
   e. Proof of identity for all members of the family. eg - driving licence or passport for anyone over the age of 16 or birth certificate for anyone younger.
   f. Tenancy agreement for current property.
   g. 3 months most recent bank statements for all accounts held.
   h. Proof of receipt of benefits.
   i. If any household member has any medical conditions, we will require evidence of this.

Name

Description

Classification --Please Select--

Is Sensitive

Upload

Browse... Upload

Maximum file size permitted is 10MB

Please ensure each document has a unique title before clicking the 'upload' button. If a document does not have a title, the document will not be included on your application. Any documents successfully added to your application will be shown in the table below the upload area.

Fields marked with an * must be filled in.