

What to bring to your appointment

Please check the following list and bring all documents listed that are relevant to your situation. If in doubt, bring it anyway, it may save you a further visit.

INCOME

We must have proof of all your income to be able to proceed

- Pay slips (last three)
- Benefit award letters
- Universal Credit log-in details
- State or company pension details
- Details of all other income

BILLS

- Mortgage details
- Rent statement / Rent details
- Details of ground rent or service charges if applicable.
- Council tax bill
- Water bill
- Gas bill
- Electricity bill
- Phone bills

DEBTS

- Bailiff letters
- Benefit deductions / Overpayment details
- Court fines / Court papers
- Details of any loans
- Overdraft details
- Hire purchase agreements
- Tax demands
- Child Maintenance debts
- Credit / Store card statements
- Parking penalties

OTHER

- Bank statements (3 months)
- Medical letters if relevant
- If self-employed, your last accounts and/or tax return

Please bring anything else that you think is important. It is always better to bring more information than you need rather than not enough.