

HOUSEHOLD INCOME AND EVIDENCE CHECKLIST

Households living in private tenure SAP bands D-G or E-G for Private Rented and with a Gross annual income less than £31,000. This cap applied is irrespective of the property size, composition or region and is from **all sources of income**, including both non means tested and means tested benefits.

All evidence should be within the last three months.

Household Income = All sources of income (Gross)

For all residents living in the property Please include:

- Benefits - Including benefits in a child's name, child benefit, maintenance etc
- Income and benefits for anyone over 18 living in the same property

For a resident who have varying monthly wages, please take an average over three months and show your calculations in the boxes below. (Add three months together and divide by 3)

An average should also be taken if weekly wages differ.

Please specify the income eg Private Pension Royal London, DWP State Pension

This is so we can clearly pick these out on the bank statement

For anyone of working age, 3 payslips are required alongside 3 bank statements

Customer Name/s:

Address:

Postcode:

No. of people living in the household:

No. of People over 18:

| INCOME TYPE E.g. Salary/Pension/Benefit (please state benefit name and name of recipient) | AMOUNT (please show calculations E.g. Monthly payment x 12) | EVIDENCE PROVIDED, E.g. Bank Statement/Wage Slip/Tax Returns |
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| | TOTAL | |

NOTES – Please use this section for any notes also highlight below any other income not included in the Gross total such as Winter Fuel payment, Cost of Living payments, DWP Xmas Bonus

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I declare that to the best of my knowledge the information given above is complete and correct and understand that any fraudulent claims to access to the Energy Company Obligation Flex Scheme may result in action being taken against me:

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| Signature: |
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| Date: |
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I confirm I have verified and enclosed documents which confirm the annual household income as declared by the client:

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| Signature: |
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| Date: |
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