

Housing Online – Documents

Uploading documents to a Saved application:

If your application is 'saved' please follow the below instructions:

You will need to complete an income and expenditure form, click on '**Here**' as highlighted below, complete and save, so you can upload as a document. Return to your application. To upload documents, select Action and '**upload document.**'

Local Connection Evidence:

- Utility bill/ council tax showing your 3 year connection
- Utility bill/ council tax showing families 5 year address connection and birth certificates evidencing the family relationship
- Evidence of a continuing caring responsibility
- Proof of employment such as a contract of employment, wage slips, formal offer letter
- Discharge paperwork from Armed forces or service records

Eligibility and qualification evidence required for CURRENT Milton Keynes City Council SECURE Tenants only
(This does not include those in temporary accommodation provided by MKCC)

- 3 months bank statements for all accounts held
- ID for all household members
- Income and expenditure form
- If applicable, proof of pregnancy or supporting medical evidence

You will also need to complete our **Income and Expenditure** form and if you are completing the application on someone else's behalf, or if you would like someone other than yourself to be able to discuss your application with the allocations team then you will also need to complete our **Third Party Consent** form both of which can be found [here](#)

Once completed, upload the forms to support your application.

Application Reference	Involved Party Name(s)	Address	Submitted Date	Status	Comments	Actions
446677			09-SEP-2023	Saved	-	Actions ▾ Complete Application Upload Document

1-1

To upload a document, select **choose file** and pick the file/picture you want to upload. Then on Document Type drop down, select the relevant option. In the comments put a description of the document, for example ' Bank statement current account – May'

Then select '**Upload**'. Repeat this for each document.

Once all documents are uploaded, select '**Back.**'

Summary Page Logout

Upload Documents and Files

File types currently accepted are: PDF documents and either BMP, JPEG, JPG, JPE or PNG images/pictures and must be no bigger than 5 MB (5,000,000 bytes)

File Browse

No file chosen [Choose file](#)

Document Type

Please Select ▾

Comments

[Back](#) [Upload](#)

This will take you back you your 'saved and submitted applications' page. Select Actions and click on '**Complete application**' (Use the How to apply to the housing register guide if you need further assistance.

Uploading docuemtns to a Submitted application:

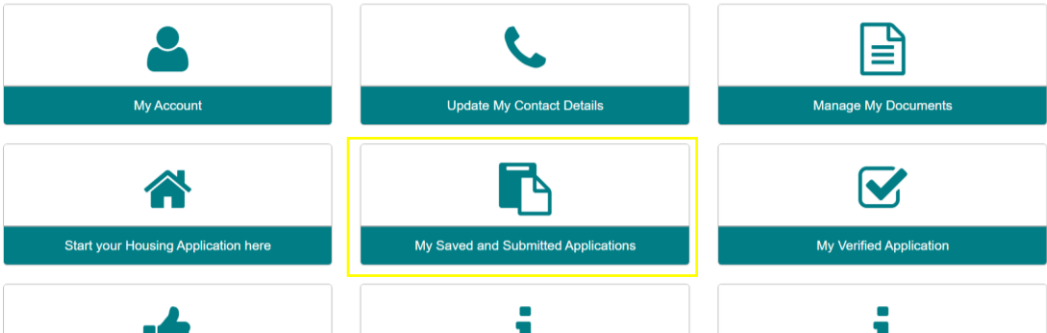
Once you have submitted your application, if you have an additional document to upload, log into your housing online account. On the home page select '**My Saved and Submitted applications**'

My Summary

Hello and welcome to your **Summary Page**

To make a new application click on **Start your application**

Otherwise, you can:
 Click on **My Saved and Submitted Applications** to continue with your **SAVED** application. *(You can also upload your documents here)*
 Click on **My Verified Application** to check on the progress of your application or to update it.



The screenshot shows a dashboard with several buttons: 'My Account', 'Update My Contact Details', 'Manage My Documents', 'Start your Housing Application here', 'My Saved and Submitted Applications' (highlighted with a yellow box), 'My Verified Application', and three information icons at the bottom.

Select Actions and then click on **Upload documents:**

- Utility bill/ council tax showing your 3 year connection
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Once completed, upload the forms to support your application.

Application Reference	Involved Party Name(s)	Address	Submitted Date	Status	Comments	Actions
446677			09-SEP-2023	Pending	-	<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ Upload Document </div>

1-1

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File Browse

No file chosen **Choose file**

Document Type
Please Select

Comments

Back **Upload**

Uploading documents to a verified application:

If you have been asked to supply further information as part of your assessment, log into your housing online account.










On the homepage you click on **'My Verified Application'**

My Summary

Hello and welcome to your **Summary Page**

To make a new application click on **Start your application**

Otherwise, you can:
Click on **My Saved and Submitted Applications** to continue with your **SAVED** application. *(You can also upload your documents here)*
Click on **My Verified Application** to check on the progress of your application or to update it.

 My Account	 Update My Contact Details	 Manage My Documents
 Start your Housing Application here	 My Saved and Submitted Applications	 My Verified Application
		

Select Actions and then click on **Upload document**:

Summary Page Logout

My Verified Application Summary

The most recent application for Miss Nicola Stribling shown here can have one of two procedural statuses:

New Status: This means that the application has not yet been assessed by the allocations team.
Current Status: This means that the application has been assessed by the allocations team and is your **CURRENT** application.

If you have been asked to submit further evidence, please upload your new documents here. Actions button and then click on **Upload Documents**

Application Reference	Name	Address	Application Status	Actions
448677			New	Actions ▾ Maintain Application People Maintain Application Answers Upload Document

1-1

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Then select '**Upload**'. Repeat this for each document.

Summary Page Logout

Upload Documents and Files

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File Browse

No file chosen

Document type
Please Select ▾

Comments