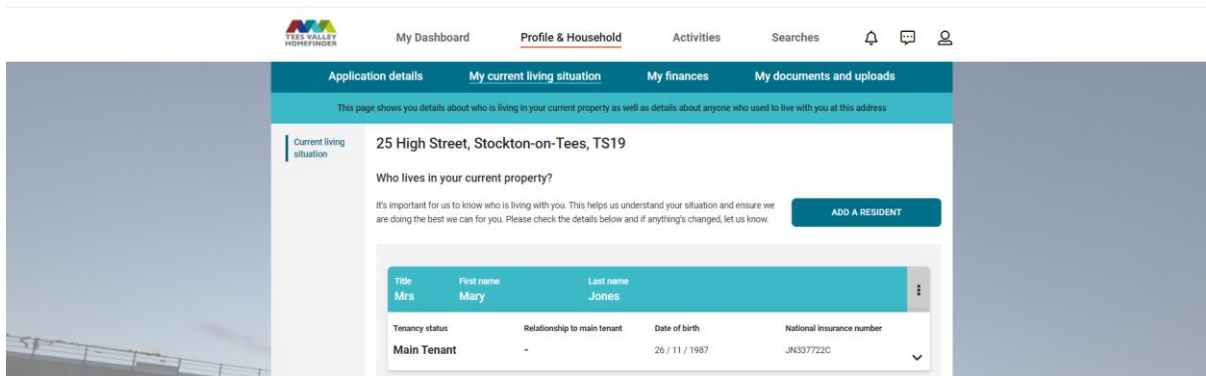




My Current Living Situation

This screen allows you to explain who is living in your home now, which bedroom they sleep in and tell us about anyone who is not moving with you. This helps us to work out whether you are overcrowded or under occupying your home.



The Main Applicant will already display in this screen, you need to add additional household members by clicking the 'Add a Resident' button.

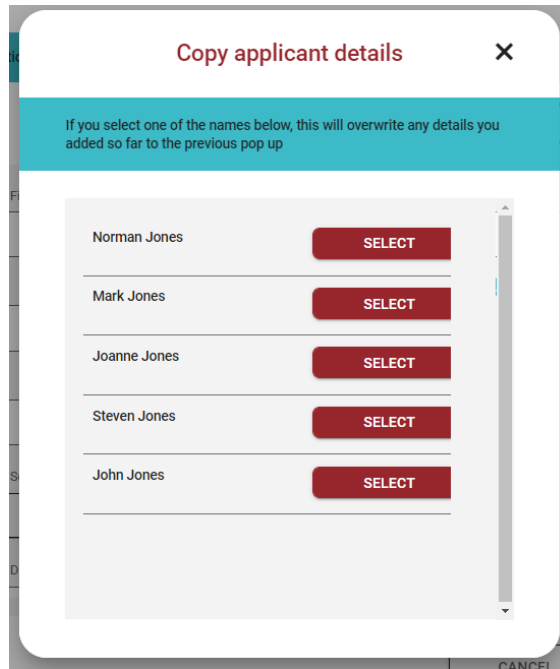
When 'Add a resident' is clicked, a new window will appear to add details of others who live at the address.

To pull through people who are moving with the Main Applicant, select 'Copy Applicant Details'.

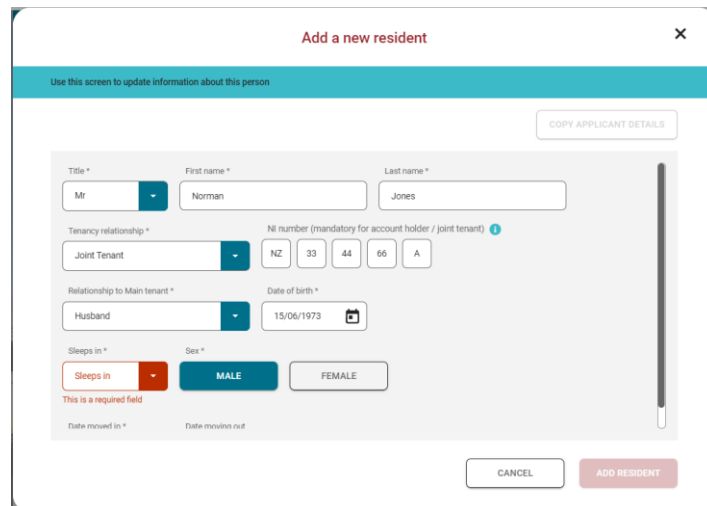
Version No	Revision Date	Reason for Revision
1.0	2021	Original



My Current Living Situation



A pop-up window will appear to allow the you to select people who are moving with you to add them into this screen by clicking ‘Select’ next to the person’s name.



The household members details will pull through and you need to select which bedroom this person sleeps in in your current home. The ‘Add Resident’ button will activate when all required fields are complete.

Once the resident has been added, they will appear on the screen

Version No	Revision Date	Reason for Revision
1.0	2021	Original



My Current Living Situation

The screenshot displays the 'My current living situation' page. At the top, there are navigation tabs: 'Application details', 'My current living situation' (selected), 'My finances', and 'My documents and uploads'. Below the tabs, the address '25 High Street, Stockton-on-Tees, TS19' is shown. A section titled 'Who lives in your current property?' includes a note: 'It's important for us to know who is living with you. This helps us understand your situation and ensure we are doing the best we can for you. Please check the details below and if anything's changed, let us know.' There is an 'ADD A RESIDENT' button. Below this, three resident cards are listed:

Title	First name	Last name	Tenancy status	Relationship to main tenant	Date of birth	National insurance number
Mrs	Mary	Jones	Main Tenant	-	26 / 11 / 1987	JN837722C
Mr	Norman	Jones	Joint Tenant	Husband	15 / 06 / 1973	NZ334466A
Mr	Mark	Jones	Resident	Son	06 / 11 / 2018	-

If there are people who are NOT moving with the you, but CURRENTLY LIVING WITH YOU, they need to be added here too.

Version No	Revision Date	Reason for Revision
1.0	2021	Original