

Flex Documentation Checklist

REQUIRED DOCUMENTS*

- ECO4 Flex Householder Application Form
- Installer Flex Application Form Submitted Via <https://flexconnect.zohosites.com/>
Along with supporting evidence listed below.

One of the below-evidenced route categories

Eligibility Route 1

- 3 Most recent months bank statements from all accounts for each person over the age of 18

Occupancy Evidence: (One of the below)

- Council Tax Letter (With the last year)
- Electoral Register (With the last year)
- Mortgage Statement (Most recent)
- Soft Credit Check (Within the last 3 months)
- Tenancy Agreement (Valid)

Income Evidence (All of the below that apply)

- Most recent 3 months' payslips
- Most recent annual pension statement or most recent 3 months pension statements or pension P60 (For all pensions received) (If state pension this can be the awards notice)
- All P45's (From the last 3 month)
- P60 (Most recent tax year, per job) + a payslip the month prior to the P60 (March 2023)
- Tax Return (Most recent tax year)
- Any other income evidence i.e. rental income extra
-

Eligibility Route 2

Two of the below proxy evidenced (1 & 3 cannot be used together)

- Proxy 1 – Deprivation Index (From most up-to-date index)
- Proxy 2 – Council Tax Rebate Letter (With the last year)
- Proxy 3 – Letter From GP/Doctor (Within the last 6 months with signing GPs GMC number present)
- Proxy 4 – Eligibility Check Service Documentation showing eligibility for free school meals (With the last year)
- Proxy 5 - Letter from the local authority or local authority coordinator (With the last year)
- Proxy 6 – Letter from Citizens advise or energy supplier stating they are struggling to pay + In debit energy bill (With the last year)

Eligibility Route 3

- NHS Referral Letter (Within the last 6 months with signing GPs GMC number present (A physically letter must be on GPs headed paper with GPs stamp present, if it has been signed digitally this must be through an authentication app or you need to submit the email trail)

Eligibility Route 4

- BEIS Application Number