

## Legal Documentation Checklist

The following is the legal documentation and payment required in setting up a Deferred Payment Agreement. All must be provided before Southampton City Council can enter into the agreement.

### Documentation required:

- The completed & signed Deferred Payment Agreement application form.
- It is essential the property is registered with the land registry and a land registry search will be carried out to confirm this. If the property is registered in joint names with a deceased spouse or partner, then a copy of the relevant death certificate will be required.
- A copy of the buildings insurance policy showing the expiry date and evidence that the property is insured whilst unoccupied.
- An original copy or a certified copy of the Lasting Power of Attorney or Enduring Power of Attorney, if applicable.
- Full name, address and contact details for the person who is representing the resident, including email address, if applicable.
- If a Solicitor is appointed, their full contact address details and telephone number and the name of the solicitor acting.
- If the Deferred Payment Agreement is to be signed by a legal representative (e.g. Lasting Power of Attorney/Enduring Power of Attorney), then proof of identity is required for both the service user and their legal representative; either:

### **ONE** of the following:

- o Current valid full passport
- o Current UK, EU, Isle of Man, Channel Islands (Photo card Style) Full Driving Licence
- o In the absence of a passport or a driving licence, the Birth Certificate

### **OR**

### **TWO** of the following:

Utility Bill (less than 3 months old) i.e. Gas, Electricity or Telephone

Council Tax Bill for the current financial year

Debit or Credit Card issued by a Bank / Building Society (i.e. MasterCard / Visa / Maestro / Delta / Amex / Diners Club)

### **AND** a related statement less than 3 months old

Mortgage Statement for the year most recently ended.

**Please return the Deferred Payment Agreement application to:**

**Customer Payment & Debt Team  
Southampton City Council  
Lower Ground Floor  
Civic Centre  
Southampton  
SO14 7LY**

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>)

If you have any questions regarding completion of the Deferred Payment Application Form, please telephone: 023 8083 3388 or email [cpd.deferredpayments@southampton.gov.uk](mailto:cpd.deferredpayments@southampton.gov.uk).