**Debt relief order (DRO) checklist**

Please complete and send back to us in the pre-addressed envelope along with all your other documents.

|  |  |  |
| --- | --- | --- |
| We need: |  | Documents included?  (please tick) |
| Proof of income | This can be your last 3 months payslips, a benefits letter or bank statements. If you are sending bank statements, please circle the relevant information |  |
| Account number and address for each creditor | Please make a list of all your creditors and give us the account or reference number, the address and the amount you owe. Please also include any gas, electricity, water, rent arrears, council tax arrears, benefit overpayments and buy now pay later debts. If you have loans, please make sure you give us the total balance owing including arrears. Early settlement figures cannot be accepted. We need up-to-date balances to make sure your total debt is less than £20,000. |  |
| Your signed agreement | Please make sure you have read the contents carefully before signing. If you are unsure about anything, please call us for assistance |  |