



Reference form

We require you to provide two references to show that you will be a good tenant.

If you currently rent or own your home now, then one reference must come from your current landlord or mortgage provider.

If you have lived at your current address for less than 3 years, you will need to provide us with a reference(s) from any previous landlords or mortgage provider covering the last 3 years. (Use a separate reference form for every former address.)

Fill in sections 1 to 3 yourself – This information is about “You”.

Please ask the person giving you your reference to fill in sections 4 to 8.

To be completed by the applicant:

Your Rehousing Number:

1 Name:

2 National Insurance Number:

3 Current address:

Postcode:

How long have you lived at this address?

Contact phone number:

Email address:

Person providing the reference please complete Sections 4 to 8:

References will only be accepted if every question has been completed. Please think carefully about the answers! If you deliberately give false information and a tenancy is granted, the applicants may lose their home. Please include an email address or phone number so we can contact you for verification.

4 Your details

Your name:

Your address:

Your contact phone number/email address:

How long have you known the applicant:

5 How do you know the applicant? Landlord Former landlord Mortgage provider

Please go to section 6

Other person (e.g employer, teacher / lecturer, minister of religion, police officer, local councillor, solicitor). You must have personally known the applicant for at least two years.

Please state which:

Please complete section 8

Friend, relative or neighbour of the applicant. You must have personally known the applicant for at least two years **and** be a current tenant of a housing association or local authority.

Please complete sections 7 and 8

6 Landlord / Former landlord / Mortgage provider

Address of property

Has the applicant ever been in rent or mortgage arrears, either in this current property or a previous property?

Yes

No

If yes please provide details:

Landlord or former landlord to answer only

Has the applicant ever been the subject of an injunction or given an undertaking to the court because of allegations of neighbour nuisance or and social behaviour?

Yes

No

Are you aware if the applicant has ever caused any nuisance whilst living at a property, or in the community?

Yes

No

Has the applicant ever caused damage to a property they have lived in?

Yes No

Has the applicant ever lost a deposit for any reason to a landlord for a property they have lived in?

Yes No

If you have answered yes to any of the questions in Section 6 please provide more details:

7 Friend, relative or neighbour

Name of housing organisation of which you are a tenant:

Landlords phone number:

Do you agree to allow us to contact your landlord?

Yes No

Please complete section 8

8 Based on your knowledge of the person, do you think they would be a responsible tenant?

Yes No

Please explain your answer:

I confirm that the information I have given is true.

Company Stamp (if appropriate)

Signed:

Date:

Office use only

Reference Accepted **Yes** **No**

If not accepted give reason

Officer's Name verifying reference

Name:

Signature:

Date:

Reference accepted with manager's discretion **Yes** **No**

Reason for manager's discretion

Manager's Name:

Signature:

Date: