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**Sheffield City Council**

**Reference Form**

**Please pass this form to your landlord to complete**.

**Section 1 - Applicant’s Details**

Please complete the below details for the person whom you are giving a reference. Please give as many details as possible. Please enter ‘N/A’ if you do not know the information.

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| --- | --- | --- | --- | --- | --- |
| Name: |  | | D.O.B: |  | |
| Current Address: |  | | | | |
| Postcode: |  | Telephone Number: | | |  |

**Section 2 – Previous Tenancy Reference**

Please answer the below questions as accurately as possible. If a question is not relevant, or you are unsure of how to respond, please leave it blank or enter ‘N/A’.

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| --- | --- | --- | --- |
| 1. Previous (or current) tenancy type | | | |
| Is the applicant a Housing Association tenant with an assured tenancy? | **YES** | **NO** | **N/A** |
| Is the applicant a Housing Association tenant with an assured shorthold tenancy? | **YES** | **NO** | **N/A** |
| Is the applicant a secure tenant moving from another local authority? | **YES** | **NO** | **N/A** |
| Is the applicant an introductory tenant moving from another local authority? | **YES** | **NO** | **N/A** |
| Is the applicant privately renting? | **YES** | **NO** | **N/A** |
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| 1. Tenancy Start Date | | | |
|  | | | |

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| 1. Has the applicant been evicted by you or your organisation? | |
| **YES** | **NO** |
| If **YES** please state on what grounds: | |
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| 1. In the last 12 months, has the applicant been subject to an injunction or court order in relation to their tenancy with you? | |
| **YES** (Please give details) | **NO** |
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| 1. Has the applicant been subject to a Notice of Intent to Seek Possession in the previous 12 months on grounds other than rent arrears? | |
| **YES** | **NO** |
| If **YES** please state on what grounds: | |
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| 1. Have you received complaints from two or more neighbours of noise or other nuisance caused by the applicant or a member of their household in the previous 12 months? | |
| **YES** (Please give details) | **NO** |
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| 1. Has the applicant or a member of their household ever been violent or threatened violence towards you or a member of your staff? | |
| **YES** (Please give details) | **NO** |
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| 1. Has the applicant maintained the property to a good standard? | |
| **YES** | **NO** (Please give details) |
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| 1. If you have answered NO to Question 6, are any rechargeable repairs outstanding? | | |
| **YES** (Please state amount and give details) | £ | **NO** |
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| 1. Has the applicant maintained their rent account well? If any rent arrears are outstanding, please detail these below. | | | |
| **Current** | **YES** | **NO** | £ |
| **Former** | **YES** | **NO** | £ |
| **Net Rent** | £ | | |

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| 1. If you have answered NO to Question 8, Are you able to say for definite if any arrears are Housing Benefit/Universal Credit related? | | | |
| **Current** | **YES** | **NO** | £ |
| **Former** | **YES** | **NO** | £ |

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| 1. If you have answered NO to Question 8, has the applicant made regular payments to substantially reduce their arrears? | |
| **YES** (Please give details) | **NO** |
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| 1. If you have answered NO to Question 8, have you had to refer the applicant to a Debt Collection Agency? | |
| **YES** (Please give details) | **NO** |
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| 1. Would you be happy to accept the applicant for a tenancy in the future? Please give details. | |
| **YES** | **NO** |
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| If you have any further comments or information which you feel is relevant, please enter these below: |
|  |

**Section 3 - Contact Details**

Please provide your contact details below. We may need contact you in relation to the information provided within this reference. We will not share your details with any other person or organisation.

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| --- | --- | --- | --- |
| Your Name: |  | | |
| Organisation: |  | | |
| Relationship to Applicant: |  | | |
| Address: |  | | |
| Post Code: |  | | |
| Telephone Number: |  | | |
| Email Address: |  | | |
| Signed: |  | Date: |  |