

BCH LANDLORD REFERENCE REQUEST

Date Requested: _____

Deadline date for response: _____

To be completed by Allocations Officer:

Applicant Name _____

Address of property
expressed interest in _____

Tenancy Address for
which reference requested _____

Dates tenancy refers to _____

TO BE COMPLETED BY LANDLORD - INFORMATION RELATING TO THE TENANT

Date tenancy commenced

Date tenancy terminated (if former tenant)

Is the rent account clear?

YES / NO

If the answer is no, please state the amount and the reason for this. For example awaiting benefits, employment etc.

Is there a payment plan in place?
If there is has the payment plan being kept to and for how long has the payment plan been in place?

YES/NO

Plan in place since:

Regular Payments:

Amount of Debt repaid:

Comments:

Is there a current legal notice?
If yes please provide further details:

YES/NO

Comments:

Date notice Served:

<p>Is the property being kept to a standard that complies with all relevance of the tenancy agreement? If no please provide further details.</p>	<p style="text-align: right;">YES/NO</p> <p>Comments:</p>
<p>INFORMATION RELATING TO THE TENANT AND MEMBERS OF THE TENANTS HOUSEHOLD</p>	
<p>*Does the tenant or other household members have any requirement to inform any statutory agency of their whereabouts? – e.g. probation services, Children or Adult Safeguarding, BCH partners, If yes please give details.</p>	<p style="text-align: right;">YES/NO</p> <p>Comments:</p>
<p>*During the tenancy did/have you receive (d) and/or deal (t) with any reports of:-</p> <ul style="list-style-type: none"> • Nuisance • Anti-social behaviour • Domestic Abuse & Violence • Harassment • Crime or disorder <p>made against the tenant(s), members of the household or visitors to the property? If YES please give as much detail as you can.</p>	<p style="text-align: right;">YES/NO</p>
<p>Please use this box to give any further information that is relevant regarding any known associates/visitors, e.g., perpetrators of DV, safeguarding etc.</p>	

* If the answer is yes to these questions an information sharing request is done as an additional check. Please refer to guidance attached for instructions.

Requested by: _____

Provided By: _____

Position: _____

Position: _____

Date: _____

Date: _____

Email: _____

Email: _____

Phone: _____

Phone: _____