

APPLICATION GUIDANCE

This guidance document is to assist tenants in completing application forms for tenancy referencing.

If a prospective tenant has already viewed a property, the landlord they are applying with will forward them to the Middlesbrough council website, to submit a housing application form for tenancy referencing, and complete information regarding where they have previously lived, and any other tenancy related information.

Should the tenants have trouble completing the application forms, they can seek advice from one of our officers (see below for contact details) ALL application forms must be completed by the tenants and be true and accurate information. Once the application form has been received, officers will process the form, and depending on which level of referencing the landlord has requested, information will be sent back within those timescales.

Tenants are categorised into **GREEN, AMBER, or RED** status from their referencing and the relevant information is sent back to the landlord, where they will make an informed decision whether or not to re-house the applicants.

Landlord's will liaise with the team to provide feedback, regarding any prospective tenants they have requested referencing for, and this is updated on central systems.

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APPLICATION CRITERIA

In order to be able to apply for tenancy checks applicants must:

1. Be aged 18 years or more,
2. Have British Citizenship or a valid visa or have been granted the right to remain in the country,
3. Be able to provide proof of their identity,
4. Be able to provide proof of their address,
5. Be able to provide the information requested on the schemes application form,
6. Have signed the consent page of the application.

The scheme reserves the right to refuse to process tenancy checks where the applicant does not comply with this criteria.

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APPLICANT 1:

all sections which state 'Applicant 1' must be completed by the main applicant who is applying, and all sections must be completed in full.

APPLICANT 2:

all sections relating which state 'Applicant 2' is to be completed by anyone else who will be applying with applicant 1, who is over the age of 18. (This includes partners and dependants over the age of 18)

MIDDLESBROUGH COUNCIL TENANCY REFERENCING SERVICE- APPLICATION GUIDANCE

SECTION 1: PERSONAL DETAILS: In this section, you must ensure you include your personal details, including your name, Dob, contact number, current address, and what your current housing status is.

SECTION 2: HOUSEHOLD INFORMATION: in this section you must include all details of **all** the people who will be re-housed with you, including people who are temporary living with you.

SECTION 3: TENANCY HISTORY: in this section you must provide information regarding any tenancy related problems you may have experienced, including housing debt, evictions, domestic violence, criminal related orders, , and information about any support you currently receive from any professional's such as: mental health workers, social workers, probation officers, or support workers.

SECTION 4: HOUSING HISTORY: in this section, you must provide details of **all** tenancies which you have resided at, over the last 3 years, including any temporary and C/O addresses, and your current address. You must provide start and end dates of each tenancy, name and contact details of the landlord/s, your reasons for leaving the property, and specify whether you were the tenant, living in the property, or the owner. Please note you must not leave any gaps in your housing history, and landlord contact information must be provided.

SECTION 5: INFORMED CONSENT FORM: in this section, you must read the consent information and sign and date it. If you are confused about what you are signing, or have any questions about any of the information, please contact the team on 01642 728100. Please note that if this section has not been signed, we cannot complete your tenancy checks.

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