



# DWP Housing Partnership Tenant Referencing Check

## Tenant Questionnaire

All tenant check applications must be completed in full, with black ink and BLOCK CAPITALS.

All information you supply must be true and completed to the best of your knowledge.

Providing false or misleading information is a criminal offence and it will affect your application for housing.

This questionnaire is used by DWP Housing Partnership to collate information about you to determine whether we can provide housing under your current circumstances.

### Document Check List

- Photographic Identification (Passport or driving license)
- National Insurance Number (Original NI Card, wage slip or benefits letter)
- Proof of current address (Utility bill, bank statements, tenancy or benefits letter)
- Most recent three months wage slips and/or proof of benefits (UC screenshots accepted)
- Most recent three months bank statements (If you are self employed 6 months bank statements required)
- Right to rent documentation and/or share code for all residents aged 18 and over, even if they are not named on the tenancy agreement ([gov.uk/prove-right-to-rent](http://gov.uk/prove-right-to-rent))

### Property & Resident Information

Size of Property Required

Number of Residents

Location Required

Approximate Rental Amount

Age & Sex Of Each Child And Any Other Property Specifications

### Personal Details Of Applicant

Title

First Name(s)

Surname(s)

Home Telephone

Mobile Telephone

Email Address

Date of Birth

National Insurance Number

Marital Status

Nationality

Length of Time in UK

## Personal Details Of Applicant (continued)

Current Address

Current Address Continued

Current Postcode

Time at Address

Previous Address

Previous Address Continued

Previous Postcode

Time at Address

Have you been a tenant/lived with DWP Housing Partnership previously?

Yes

No

If you answered 'Yes' please provide the address and date that you occupied the property

## Current Residential Status

**At your current address are you:**

A Tenant

The Property Owner

Living With Family or Friends

Other

If you answered 'other' please specify below

**If you are a tenant in rented accommodation please provide the following information:**

Current Landlord/Letting Agent Name

Current Landlord/Letting Agent Telephone

Current Landlord/Letting Agent Address

Current Landlord/Letting Agent Address Continued

Current Landlord/Letting Agent Postcode

Current Landlord/Letting Agent Email Address

Current Rental Amount

Reason for Leaving Current Property

Vacation Date for Current Property



## Bank Account And Financial Details

Name of Bank

Bank Address

Bank Address Continued

Bank Postcode

Account Holder Name

Account Number

Sort Code

Do you have any CCJs, bankruptcy or insolvency records?

Yes

No

If you answered 'Yes' to the above please provide details below

## Criminal Convictions Declaration

Have you been cautioned by the police or convicted of any offence covered by the Misuse of Drugs Act 1971?

Yes

No

Are you a registered drug addict?

Yes

No

Have you been cautioned or convicted by the Police of any offence covered by the Sexual Offences Act?

Yes

No

Are you on the Sex Offenders register?

Yes

No

Have you been served with an Anti-Social Behaviour Order, Acceptable Behaviour Contract or been requested to leave a property because of your behaviour?

Yes

No

Have you been convicted of any other criminal offence? If so please give details below

Yes

No

**If you have answered 'Yes' to any of the above questions we will ask for further details**



# DWP Housing Partnership Tenant Referencing Check Consent Form

DWP Housing Partnership, 25a St. Clements Road, Boscombe, Bournemouth, BH1 4DU  
Telephone: 01202301244 Email: info@dwphousing.co.uk

## Applicant Consent Declaration

Please complete in black ink and BLOCK CAPITALS

Full Name of Applicant

Date of Birth

### PART 1 - Required For All Tenant Checks

I confirm that all information I have provided in this application is true and has been completed to the best of my knowledge. I understand that providing false or misleading information is a criminal offence. I give my full consent to DWP Housing Partnership and its representatives to verify this information by any means deemed necessary.

I consent to DWP Housing Partnership and its representatives collecting information held by any credit reference agencies and I understand that any searches that are completed will be recorded. All information that is gathered will be used to risk assess my application for housing.

I agree that all information I have supplied will be held in accordance with the General Data Protection Regulation (GDPR) and I understand that I have the right to request a copy of all information held about me subject to an administration fee.

### PART 2 - To My Employer/Accountant

I hereby authorise you to respond to all enquiries received by DWP Housing Partnership and its representatives and to provide them with confirmation of my salary/income and any other information they request in connection to this application. I confirm that I will be responsible for any charges raised by you in connection to provide the information for this reference.

### PART 3 - To My Current Landlord/Letting Agent

I hereby authorise you to respond to all enquiries received by DWP Housing Partnership and its representatives and to provide them with details of how I have conducted my tenancy, including rent payment history and condition of the property. I confirm that I will be responsible for any charges raised by you in connection to provide the information requested for this reference.

Print Name

Signed

Date



# DWP Housing Partnership Tenant Referencing Check Pet Policy

By signing this document you are confirming that you agree to and understand the implications of not abiding by our pet policy. This document will be used as proof if you breach your Assured Shorthold Tenancy.

## Our Pet Policy In Short

DWP Housing Partnership do not allow cats and dogs to reside in our properties.

Any other type of pet including but not limited to; reptiles, rodents, insects and birds will need written expressive permission from ourselves.

If you move into the property with any pets and have not declared and obtained written expressive permission from ourselves we will consider this a direct breach of our Assured Shorthold Tenancy. We will ask you to re-home the animal or terminate your tenancy within a set timescale; If you do not abide to our timescale we will serve you with an eviction notice.

At any point during your tenancy with us you decide that you wish to keep pets you must obtain written expressive permission from ourselves before moving the pet into the property. If we gain information that you have done so without permission we will consider this a direct breach of our Assured Shorthold Tenancy. We will ask you to re-home the animal or terminate your tenancy within a set timescale; If you do not abide to our timescale we will serve you with an eviction notice.

Any damages, losses or expenses caused by the breach of the pet policy will be charged to the tenant directly.

We do not accept offers of higher deposits to allow pets to be kept within our properties.

If you are the owner of a registered assistance dog then we will request a copy of the registration/certification document (please attach to this document).

## Applicant Declaration

Please complete in black ink and BLOCK CAPITALS

Do you currently own any pets?

If you answered 'Yes' please provide details below

Yes       No

Do you understand and agree to abide by our pet policy?

Yes       No

Print Name

Signed

Date