



# Sheffield City Council

## Reference Form

When registering for Social Housing with Sheffield City Council, you are required to submit a reference along with your application. All questions and sections must also be completed in order for the reference to be accepted. **Please pass this form to your landlord to complete.**

References must be provided by your current landlord. If you have no current landlord, this should be your most recent landlord. If you have never lived independently, please contact us to discuss this further on 0114 2930000.

### 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.

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, please leave it blank or enter 'N/A'.

1. Has the applicant been evicted by you or your organisation?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES please state on what grounds:	

2. Has the applicant been subject to an injunction or court order during the previous 12 months?

**YES** (Please give details)

**NO**

3. 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:

4. 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**

5. 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**

6. Has the applicant maintained the property to a good standard?	
<b>YES</b> <input type="checkbox"/>	<b>NO</b> (Please give details) <input type="checkbox"/>

7. If you have answered <b>NO</b> to Question 6, are any rechargeable repairs outstanding?		
<b>YES</b> (Please state amount and give details) <input type="checkbox"/>	£	<b>NO</b> <input type="checkbox"/>

8. Has the applicant maintained their rent account well? If any rent arrears are outstanding, please detail these below.			
<b>Current</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	£
<b>Former</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	£
<b>Net Rent</b>	£		

9. If you have answered <b>NO</b> to Question 8, are any of the arrears Housing Benefit/Universal Credit related?			
<b>Current</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	£
<b>Former</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	£

10. If you have answered <b>NO</b> to Question 8, has the applicant made regular payments to substantially reduce their arrears?	
<b>YES</b> (Please give details) <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

11. 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**

12. Would you be happy to accept the applicant for a tenancy in the future? Please give details.

**YES**

**NO**

13. 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.

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