

Assistance to Accredited Landlords in Relation to Selection of Tenants

APPLICATION FOR BACKGROUND CHECK

Applicant's Details

Mr/Mrs/Miss/Ms Date & Place of Birth NI Number

First Name(s) Last Name

Previous Name (if applicable)

Current Address

Post Code How long have you lived here

Home / Mobile Tel No Work No

Reason for Leaving

Current Landlord **Tel No**

Address

Partners' Details

Mr/Mrs/Miss/Ms Date & Place of Birth NI Number

First Name(s) Last Name

Previous Name (if applicable)

Current Address

Post Code How long have you lived here

Home / Mobile Tel No Work No

Reason for Leaving

Current Landlord **Tel No**

Address

Give details of people who live with you – state if to be rehoused with you

FULL NAME	AGE	DOB	RELATIONSHIP TO YOU	REHOUSED	
				YES	NO

Give full details of ANY OTHER person to be rehoused with you,

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Housing History – use separate sheets if necessary

Give details of where you have lived in the last 5 years

Applicant 1	Applicant 2
Address Date from to Reason for Leaving..... Landlord Name Address Tel No	Address Date from to Reason for Leaving..... Landlord Name Address Tel No
Address Date from to Reason for Leaving..... Landlord Name Address Tel No	Address Date from to Reason for Leaving..... Landlord Name Address Tel No
Address Date from to Reason for Leaving..... Landlord Name Address Tel No	Address Date from to Reason for Leaving..... Landlord Name Address Tel No

Address	Address
.....
Date from to	Date from to
Reason for Leaving.....	Reason for Leaving.....
Landlord Name	Landlord Name
Address	Address
.....Tel NoTel No

Have you ever been convicted of any criminal offence, which is not now spent under the provisions of the Rehabilitation of Offenders Act, 1974? If so, give details.

Applicant 1	Applicant 2
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Do you have any comments?
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I, certify that the information given above in relation to my application for housing is true and understand that if I have knowingly or recklessly given any false or misleading information then my application for housing may be cancelled or the landlord may take steps to repossess any property subsequently allocated to me.

Applicant 1 Signature

*Witnessed Print Name..... Date.....

Applicant 2 Signature

*Witnessed Print Name..... Date.....

***TWO PROOFS OF IDENTIFICATION MUST BE PROVIDED BY THE APPLICANT(S) WHEN THE FORMS ARE SUBMITTED. THE DOCUMENTATION WILL BE VERIFIED AND RETURNED.**

***SIGNATURE(S) MUST BE WITNESSED BY A COUNCIL EMPLOYEE, LANDLORD OR MANAGING AGENT OR THE APPLICATION WILL NOT BE PROCESSED.**

INFORMED CONSENT FORM

1st Applicant

2nd Applicant

Full Name

Full Name

Previous Name

Previous Name

Current Address

Current Address

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.....

Date of Birth

Date of Birth

PROPERTY APPLIED FOR

I/we have made an application for housing with (landlord)

And:-

- understand that the Council of the City of Sunderland has been asked to carry out enquiries concerning my/our character(s) and conduct of any previous tenancies or occupations of any property in the past.
- give permission and consent of the Council of the City of Sunderland to obtain any relevant information about me from all relevant agencies.
- understand that relevant agencies may include, but are not limited to, any Police Force, Criminal Records Bureau, previous Landlords, Probation Service, Housing Social Services, Education Departments and City Treasurers Department (Housing Benefit Section) of Local Authorities.
- understand that the information disclosed to the Council of the City of Sunderland in my application for a Background Check and any information obtained about me by the Council from relevant agencies in connection with my application, is required for the purpose of assisting my application for housing and that it will be held in the strictest confidence, subject to my disclosure required by law and to any sharing of information with other organisations that handle public funds for the purpose of preventing and detecting fraud and protecting public funds.

Signed

Signed

PRINTED

PRINTED

Date

Date

Witnessed

Witnessed

DESIGNATION

DESIGNATION

SIGNATURE(S) MUST BE WITNESSED BY A COUNCIL EMPLOYEE, LANDLORD OR MANAGING AGENT OR THE APPLICATION WILL NOT BE PROCESSED

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APPLICATION FOR BACKGROUND CHECK

GUIDANCE NOTES FOR APPLICANTS

- Each applicant must complete and sign the application form and the informed consent form.
- Signatures must be witnessed by a Council employee, Landlord or Managing Agent or the application cannot be processed.
- Each applicant must provide 2 proofs of identity from the list below.
- Each applicant must also provide details of their National Insurance Number.

Bank statements from the previous 4 weeks	Letter from solicitor, social worker, probations officer or Inland Revenue
Benefit payment book	Life assurance or insurance policies
Original birth certificate	Marriage certificate
Certificate of employment in HM Forces / Merchant Navy	Medical card
Credit / debit cards	National Insurance number card
Divorce / annulment papers	Current valid passport
Driving Licence	UK residence permit
Home Office standard acknowledgement letter (SAL 1 / 2)	Utility bill (gas, water or electricity) that you have paid in the last 3 months
EC / EEA identity card	Wage slips from current employer