



Tenant Accreditation application and consent form







Please read the following information carefully!

We are delighted that you and your landlord have chosen to use Northumberland County Council's Tenant Accreditation Service.







This service is used by landlords who have their properties accredited with Northumberland County Council to carry out reference checks on their potential tenants and is also used to ensure that tenants understand how to set up and maintain their tenancy successfully within a privately rented home.

An 'accredited' property is one that has been inspected by a member of the Private Sector team to ensure that the property is safe and that the landlord has provided all the relevant health and safety certificates for the property.

What checks will be done?





-  Previous or current landlord checks
-  Arrears checks
-  Police checks (going back three years, looking at anything tenancy related)
-  Affordability checks
-  ID and current address verification
-  A character reference or a guarantor **if no landlord reference is available**


In your application pack you will find the following documents that will allow us to carry out your checks:

-  Your application and consent form
-  A list of supportive services available in Northumberland
-  Your Tenant Accreditation code of conduct
-  A tenant handbook with useful telephone numbers
-  Self-addressed envelope
-  Your government guide to Renting Privately in England

Please ensure you return and sign, where applicable the following documents:

Before your reference checks

-  Your application and consent form
-  Your Tenant Accreditation code of conduct
-  Proof of current address
-  Proof of identification

-  Your character reference, if applicable

Please note: If a character reference is required, you will need to provide this on **company headed paper** and send it in the prepaid envelope provided along with your other documents.

Please ensure that you return all the required forms to:

**Housing Services
Private Sector Team
County Hall
Morpeth
NE61 2EF**

If Northumberland County Council does not receive any documents from you within **five working days** of posting this letter, we will contact your landlord to let them know that we will be unable to proceed until all the documents are received.

After your reference checks

Once all the above paper work has been received, a member of the Private Sector team will carry out your reference checks. This can take up to five working days and we will let you and your landlord know if there are likely to be any delays.

If the reference checks come back and the Private Sector team feel they have received insufficient information, the Private Sector team may wish to gather extra information to support your application for housing.

Once the reference checks are complete and if you have been successful you will then receive an 'Accredited Tenant' certificate that you can present to future landlords as proof that you have successfully passed our reference checks, should you need to move again. You will also have access to Northumberland County Council Rent Deposit Guarantee Scheme on a one time basis.

You will also have the opportunity to ask any questions that you might have relating to your tenancy or your accreditation.

If you are unsuccessful in becoming accredited, Northumberland County Council will try to offer help and advice on how you might be able to become accredited in the future.

If you are homeless or threatened with homelessness

If you are homeless or threatened with homelessness, you can still become an accredited tenant, however, we also recommend contacting our Homelessness and Housing Options team on 0845 600 6400 or 0167062700.

Data Protection

Please note that the results of your referencing will not be shared with your new landlord unless we feel it is necessary and we have your permission to do so, in most cases we will feed back the results of your checks in the following format:

Can recommend
Cannot recommend
Insufficient Information

Where we are not able to recommend you or we have insufficient information, it will be the landlords decision as to whether they still wish to offer you a tenancy; however this does mean that **you will not be able to access Northumberland County Council's Rent Deposit Guarantee scheme at this time.**

In some cases it may benefit you to allow us to discuss the results in more detail with the landlord, however this decision will be entirely up to you.

If you have any questions regarding any aspect of the scheme or your reference checks, or if you need assistance completing the forms, please do not hesitate to contact me on the number below.

Jodie Saynor
Jodie.Saynor@northumberland.gov.uk
privatesectorhousing@northumberland.gov.uk
01670 624526/07833083978
County Hall, Morpeth
NE61 2EF



Tenant Accreditation Application and Consent Form

Property and landlord details

Date :	
Property applied for :	
Rent amount :	
Number of bedrooms:	
Name of landlord/estate agent :	
Landlord/estate agent Contact number :	

Applicant 1. Complete in block capitals

Applicant 2. Complete in block capitals

First Name	
Last Name	
Previous Names	
DOB	
Contact number	
NI number	
Pregnant/Due date	
RDGS customer	

First Name	
Last Name	
Previous Names	
DOB	
Contact number	
NI number	
Pregnant/Due date	
RDGS customer	

Next of Kin Details for Applicant 1

Next of Kin Details for Applicant 2

Full name	
Relationship to you	
Contact number	
Address	

Full name	
Relationship to you	
Contact number	
Address	



Your Household Details

Please give details of any person due to be re-housed with you on a permanent basis

Full Name	DOB	Relationship to Tenant	Moving with Tenant (Yes or No)

Please give details of any other person to be re-housed with you on a permanent basis that is NOT currently living with you

Full Name	DOB	Relationship to Tenant	Full current address



Your Details

Applicant 1 - Current Details

Current address and post code	
Length of time at property	
Current landlord/owner of your property	
Landlords contact number	
Landlords address	
Tenure Type (i.e council, living with family etc.)	
Notice period required	
Reason for leaving current address	

Applicant 2 - Current Details

Current address and post code	
Length of time at property	
Current landlord/owner of your property	
Landlords contact number	
Landlords address	
Tenure Type (i.e council, living with family etc.)	
Notice period required	
Reason for leaving current address	



Your previous housing history

Please provide details of **other** addresses in **last five years**, any debt to a landlord during or prior to this time will be taken into account - continue on separate sheet if necessary.

Applicant 1.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 1.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
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Applicant 1.	
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Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 1.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
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Contact number	

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Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	



Previous Housing History of ANY OTHER non dependants living with you

Please provide details of **other** addresses in **last five years**, any debt to a landlord during or prior to this time will be taken into account - continue on separate sheet if necessary.

Applicant 1.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 1.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	

Applicant 2.	
Address	
Time at property	
Reason for leaving	
Landlord name	
Address	
Contact number	



Income and Expenditure

Section 1: Your Income

Your Income	N/A	Weekly	Monthly
Your wages			
Partner/joint applicant wages			
Company pension			
Income Support			
Job Seekers Allowance			
Child Benefit			
Working Tax Credit			
Child Tax Credit			
Employment Support Allowance			
Pension Credit			
Bereavement Benefit			
Carer's Allowance			
Any other benefits that apply			
Child maintenance			
Money from anyone else living with you			
Local Housing Allowance			
Council Tax Benefit			
Student Loan/Grant			
Insurance payments			
Other			
Total income			



Income and Expenditure

Section 2: Your Expenditure

Your Expenditure	N/A	Weekly	Monthly
Loan or credit card repayments			
Rent			
Council Tax			
Building and contents insurance			
Water rates			
Electricity			
Gas			
Other fuel or heating costs			
Groceries/toiletries			
TV licence			
Maintenance payments			
Travel expenses			
Car insurance/maintenance			
School meals			
Clothing/shoes			
Phone			
Medical (dentist/prescriptions)			
Pocket money			
Child care costs			
Pension payments			
Pet costs (food/insurance etc)			
Savings or child trust			
Other (please specify)			
Total expenditure			



Income and Expenditure

Section 3: Debts and arrears

Your Debts and arrears	Total	Weekly	Monthly
Rent arrears			
Mortgage arrears			
Council tax arrears			
Fuel Debts: Gas			
Electricity			
Other			
Magistrates Fines			
Over due water rate fines			
Credit card debts			
Catalogue debts			
Other (please list below)			
Total debts			



Income and Expenditure

Section 5: Summary

	N/A	Weekly	Monthly
TOTAL INCOME			
TOTAL EXPENDETURE			
TOTAL DEBTS			
BALANCE REMAINING			

	N/A	Weekly	Monthly
PRIORITY DEBT PAYMENTS			
BALANCE MINUS DEBT REPAYMENTS			

	N/A	Weekly	Monthly
OVERALL DEBT/ARREARS TOTAL			
DETAILS OF TOTAL SAVINGS (IF ANY)			
<u>FINAL BALANCE</u> (OVER ALL INCOME MINUS OVERALL DEBT)			



Safer Estates

YOU MUST ANSWER THIS QUESTION.

Have you, or anyone who will be living with you, ever been convicted of a criminal offence?

Applicant 1	YES	NO
Applicant 2	YES	NO
Any one living with you	YES	NO

If yes please give brief details

Having an unspent conviction will not necessarily bar you from accessing this scheme. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant to your application for housing.

Notes

Please provide any other relevant notes regarding the application for housing



Declaration and Consent

YOU MUST SIGN THIS IN ORDER FOR US TO PROCESS YOUR APPLICATION

I/we certify that the information given 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 let to me under ground 17 of Section 8 of the 1988 Housing Act.

I/We understand that as part of the Tenant Accreditation Scheme, Northumberland County Council will need to carry out enquiries concerning my/our character in relation to the conduct of any current or previous tenancies or occupation of any previous properties going back five years.

I/we give consent for Northumberland County Council, as part of the Tenant Accreditation Scheme to obtain any relevant information for all relevant agencies including:

- | | |
|---|---|
|  Previous Landlords |  Social Services |
|  Northumbria Police |  Department for Work and Pensions |
|  Probations Services |  HM Revenues and Customs |
|  Housing Services |  Education Departments |

I/we understand that Northumberland County Council, as part of the Tenant Accreditation Scheme may pass the information to other agencies and organisations (listed above) such as allowed by law. Northumberland County Council may check the information I/we have provided or information provided about us by a third party such as a previous landlord with other information held by Northumberland County Council. Northumberland County Council may also give information about us to other third parties or give them information to make sure our information is accurate, prevent or detect crime and to protect public funds.

These third parties include government departments, local authorities and private sector companies such as banks that may lend Northumberland County Council money.

Northumberland County Council will not give information about you to anyone else, or use information about you for other purposes unless the law allows it.

Applicant 1

Sign _____

Print _____

Date _____

Witnessed _____

Applicant 2

Sign _____

Print _____

Date _____

Witnessed _____