



Northumberland County Council

Thank you for using Northumberland County Council's Tenant Accreditation Scheme.

This scheme is used by landlords who have their properties accredited with Northumberland County Council to carry out free reference checks on their potential tenants.

An accredited property is one that has been inspected by a member of Northumberland County Council's Private Rented Sector Team to ensure that it is safe and comfortable and that all the necessary safety certificates has been provided; such as the Gas Safe Certificate and the Electrical Safety Certificate.

Tenants who pass their referencing checks will also be entitled to a bond guarantee through Northumberland County Council for the first 12 months of the tenancy.

What Checks will be done?

- Current or Previous Landlord Checks
- Arrears Checks
- Five Year Housing History
- Affordability Assessment
- A Suitable Character Reference (if applicable)

What do you need to do next?

- Fully complete and sign the enclosed Application and Consent Form
- You will need to provide copies only of ***proof of your identification, proof of your current address and proof of your income.***
- For proof of identification, we accept passports, driving licences, medical cards or birth certificates.
- For proof of current address, we accept utility bills, bank statements or benefit letters that are no older than 3 months.
- For proof of income, we will accept x3 months with of bank statements, or wage slips no older than 3 months, or benefit letters no older than 3 months.
- For Rent Deposit Guarantee only, complete a Share 4 Account application for with Northumberland Community Bank

You will need to return all of your completed forms along with your proofs using the pre-paid envelope provided. Your documents will be held on a secure file and will not be shared with anyone else without your permission.

Please ensure that all documents are returned within 5 working days of receipt of your application pack. We cannot process your application without these.

If you need help with a Rent Deposit Guarantee [Paper Bond Guarantee]

Northumberland County Council will require you to open a Share 4 account with Northumberland Community Bank and sign an agreement to make regular payments into the account to save the sum of the paper bond.



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After your reference checks:

We will carry out your checks, once we have received all your paperwork. This can take up to 5 working days. We will always let you and the landlord know if there are likely to be any delays.

If your reference checks come back and we feel we have received insufficient information to be able to make a decision about your referencing, we will try to gather further information to support your referencing. We will let you and the landlord know if this is the case.

If your referencing is successful:

Once your reference checks are back, you will receive a phone call to confirm that your referencing is complete and satisfactory. You will receive a certificate of accreditation that will last for three years, and you can present this to future landlords as proof of your referencing, should you need to move again.

If your referencing is unsuccessful:

Once your reference checks are back, you will receive a phone call confirming that your checks have been unsuccessful, we will also discuss why your checks have been unsuccessful, how you might be able to gain Tenant Accreditation status in the future and what your alternative housing options might be. We will also inform the landlord that your checks have not been successful.

Data Protection:

The specific result of your referencing will never be shared with the landlord without your prior permission. In all cases your results will be fed back to the landlord in the following format:

- Can Recommend
- Cannot Recommend
- Insufficient Information

Where your reference checks have not been successful or we have insufficient information to be able to make a decision about your referencing, it will still be the landlord's decision as to whether they accept you for their property. However, this will mean that you won't be eligible to receive a deposit guarantee via the Council.

If you have any questions regarding any aspect of your reference checks, do not hesitate to contact The Private Sector Housing Team either by email, telephone or by letter. Contact details below

- Privatesectorhousing@northumberland.gov.uk
- Private Sector Housing Team, Housing and Public Protection, Civic Centre, Blyth, NE24 2BX
- Telephone 0345 6006400



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Property applying for:

Date:	
Property Address:	
Rent:	
Number of Bedrooms:	
Name of landlord/agent:	
Landlord/agent contact number:	

Applicant 1.

Applicant 2.

First name		First name	
Last name		Last name	
Previous names		Previous names	
DOB		DOB	
Contact number		Contact number	
Pregnant/due date		Pregnant/due date	
RDGS customer		RDGS customer	



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Your Household Details

Please give details of any person due to be rehoused with you on a permanent basis

Full name	DOB	Relationship to Tenant

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



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Applicant 1 - Current Details

Current address and postcode	
Tenancy start and end date	
Landlord name and contact number	
Landlord address	
Tenure type (i.e council, private, living with family)	
Notice period	
Reason for leaving	

Applicant 2 - Current Details

Current address and postcode	
Tenancy start and end date	
Landlord name and contact number	
Landlord address	
Tenure type (i.e council, private, living with family)	
Notice period	
Reason for leaving	



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Your Previous Housing History

Please give details of ALL the addresses you have lived at during the past five years, including 'care of' and temporary addresses.

Applicant 1.

Applicant 2.

Address		Address	
Tenancy start and end date		Tenancy start and end date	
Landlord name/contact number		Landlord name/contact number	
Reason for leaving		Reason for leaving	
Any arrears outstanding		Any arrears outstanding	

Applicant 1.

Applicant 2.

Address		Address	
Tenancy start and end date		Tenancy start and end date	
Landlord name/contact number		Landlord name/contact number	
Reason for leaving		Reason for leaving	
Any arrears outstanding		Any arrears outstanding	



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Please give details of ALL the addresses you have lived at during the past five years, including 'care of' and temporary addresses

Applicant 1.

Applicant 2.

Address		Address	
Tenancy start and end date		Tenancy start and end date	
Landlord name/contact number		Landlord name/contact number	
Reason for leaving		Reason for leaving	
Any arrears outstanding		Any arrears outstanding	

Applicant 1.

Applicant 2.

Address		Address	
Tenancy start and end date		Tenancy start and end date	
Landlord name/contact number		Landlord name/contact number	
Reason for leaving		Reason for leaving	



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Any arrears outstanding		Any arrears outstanding	
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Affordability Assessment

Section 1: Your Income

Your Income	Weekly	Monthly
Your Wages		
Joint Applicant Wages		
Company Pension		
Income Support		
Job Seekers Allowance		
Employment Support Allowance		
Child Benefit		
Child Tax Credit		
Working Tax Credit		
Pension Credit		
Bereavement Benefit		
Carer's Allowance		
Universal Credit		
Child Maintenance		
Money from anyone else living with you		
Local Housing Allowance		
Council Tax Benefit		



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Student Loan/Grant		
Insurance Payments		
Other		
Total Income *		

***Please note, you will need to provide proof of all the income you include on this page**

Section 2: Your Expenditure

Your Expenditure	Weekly	Monthly
Loan/Credit Card Repayments		
Rent		
Council Tax		
Building and Contents Insurance		
Water Rates		
Electricity		
Gas		
Other Fuel/Heating Costs		
Food Shopping/Toiletries		
TV Licence		
Maintenance Payments		
School Meals		
Clothing/Shoes		
Phone		
Medical (dentist/prescriptions)		
Pocket Money		



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Child Care Costs		
Pension Payments		
Pet Costs (Food/Insurance)		
Savings or Child Trust Payments		
Other		
Total Expenditure		

Section 3. Debts and Arrears

Your Debts and Arrears	Total Outstanding	Weekly Repayments	Monthly Repayments
Rent Arrears			
Mortgage Arrears			
Fuel Debs: Gas			
Electricity			
Other			
Magistrates Fines			
Overdue Water Rate Fines			
Credit Cards Debt			
Catalogue Debt			
Other (please give details)			
Total Debts:			

Section 5: Summary



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	Weekly	Monthly
Total Income		
Total Expenditure		
Total Debts		
<u>Balance Remaining</u> (Total income, minus expenditure and debts)		

Declaration, Consent and Privacy

I/We certify that the information given in relation to my application for Tenant Accreditation is true and I understand that if I have knowingly and recklessly given 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 are aware that by signing this consent form I/we agree to Northumberland County Council (NCC) carrying out enquiries concerning my/our character in relation to the conduct of any current or previous tenancies or occupation of any properties going back five years.

I/We understand that NCC, as part of the Tenant Accreditation Scheme, may pass the information gathered to other organisations and agencies such as allowed by law. NCC may check the information I/We have provided, or information provided about us by a third party, such as previous landlords, with other information held by NCC. NCC may also give information about us to other third parties or give them information to make sure our information is accurate, to prevent and detect crime, protect public funds and for safeguarding purposes, these third parties may include, but are not limited to:

Previous Landlords (social and/or Private)
Northumbria Police
Probation Services
Housing Services

Social Services
Department for Work and Pensions
HM Revenues and Customs
Education Departments

I/we understand that NCC will store my/our personal information in order to provide a service to me/us. In order to provide the Tenant Accreditation Scheme, we need to record and retain details such as name, address, telephone number, email address, date of birth, previous housing history and income and expenditure details. This information will be stored with the Council for 3 years.

For more information on how your information may be shared please see the Private Sector Privacy statement at <http://www.northumberland.gov.uk>

Applicant 1.



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Sign.....
Print.....
Date.....
Witnessed.....

Applicant 2.

Sign.....
Print.....
Date.....
Witnessed.....