



Sheffield City Council

Reference Form

When registering for Social Housing with Sheffield City Council, applicants are required to submit a reference along with their application. If the applicant(s) have lived independently at any point, Sections 1, 2 and 4 must also be completed in order for the reference to be accepted.

Please ask your most recent Landlord to complete this reference; with their contact details at Section 4 should we need to contact them.

If the applicant(s) have never lived independently, Sections 1, 3 and 4 must be completed in order for the reference to be accepted. For information and guidance for completing this form can be found online at www.sheffield.gov.uk/councilhousing.

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) <input type="checkbox"/>	NO <input type="checkbox"/>

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 <input type="checkbox"/>	NO <input type="checkbox"/>
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) <input type="checkbox"/>	NO <input type="checkbox"/>

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) <input type="checkbox"/>	NO <input type="checkbox"/>

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

--

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

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

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

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

--

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 – Personal Reference Details

14. Please provide a written statement regarding the person for whom you are providing this reference. This could include details such as how you know the person, for how long you have known for as well as any relevant details around their character:

Section 4 - 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:	