

## APPLICANT REFERENCE

Thank you for taking time to complete our application form and expressing an interest our Scheme. In order to process your application further we require you to provide us with two references which show that you have been a satisfactory tenant in the past or highlight that you have the attributes necessary to sustain a tenancy.

If you are currently in rented accommodation, we require one reference from your existing landlord.

If you are not currently in rented accommodation but have rented within the last two years then we require one reference from your previous landlord.

If you cannot get in contact with your current or previous landlord or have never held a tenancy in your name, then a reference will be acceptable from the following source:-

**Accountant / Solicitor / Priest / Vicar / Local Councillor / Employer / Support Worker**

## FILLING IN THIS FORM

1. Applicants must complete all sections of Part One 'About the person(s) applying for a home'.
2. The nominated referee must complete all sections of Part Two and sign accordingly
3. Please note that we require TWO references, on two separate forms

## PART ONE: ABOUT THE PERSON (S) APPLYING FOR A HOME

<b>Applicant Name</b>	<input type="text"/>	<b>Applicant Surname</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<b>Postcode:</b>	<input type="text"/>
<b>Tele No:</b>	<input type="text"/>		



# Smartmove Housing

NI Private Rented Sector Access Scheme

## REFERENCE REQUEST FORM

APPENDIX 5

### PART TWO: THE PERSON GIVING THE REFERENCE

Please answer all questions honestly and to the best of your knowledge. Please note if you provide Smartmove Housing with false or misleading information you may be prosecuted. In addition to this we cannot accept a reference if you are planning to live with the above person or are related to this person in anyway.

<b>Reference Name</b>	<input style="width: 95%;" type="text"/>	<b>Surname</b>	<input style="width: 95%;" type="text"/>
<b>Address:</b>	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		
	<input style="width: 45%;" type="text"/>	<b>Postcode:</b>	<input style="width: 45%;" type="text"/>
<b>Tele No:</b>	<input style="width: 95%;" type="text"/>		

1) How do you know the person applying: .....

.....

2) To your knowledge, has the person or their household ever been evicted or been asked to leave their home for any reason?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
3) To your knowledge, has the person ever caused alarm, harassment or distress to their neighbours?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
4) To your knowledge, has the person ever had rent arrears on a property they have lived in?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
5) To your knowledge, has the person ever deliberately damaged a property they have lived in?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
6) To your knowledge, has the person ever lost a deposit to a Landlord for a property they have lived in?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

If you have answered YES to any of the questions above, please give more details:

.....

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.....

7) Based on your knowledge of this person, do you think this person would be a responsible neighbour?	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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If you have answered NO Please State why:

.....

.....

I certify that the information provided is correct to the best of my knowledge:

**Signed:** ..... **Date:**.....

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## PART ONE: ABOUT THE PERSON (S) APPLYING FOR A HOME

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If you have answered NO Please State why:

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I certify that the information provided is correct to the best of my knowledge:

**Signed:** ..... **Date:**.....