

RELOCATION APPLICATION

for private rented accommodation in the North East of England

So that we can process your application quickly, please make sure the following form is completed in full. Take particular care to ensure that sections which require a signature or witness are completed correctly (your application can be witnessed by someone from your local council, your landlord, employer, social/support worker or a school teacher), and any sections which aren't applicable to you are crossed through (such as a second applicant). If you're unsure, please contact us.

IDENTIFICATION

We need two pieces of ID for each person who'll be living in the property and is over the age of 16 (including children who aren't named on the tenancy). Do not send us originals.

We can accept the following documents as identification:

- Current valid signed Passport (Great Britain & Northern Ireland only).
- Current & Full Driving License.
- Birth Certificate (or certified copy).
- Letter from a UK Police Force confirming the holder is a victim of crime and personal documents have been stolen (must include the crime number and be issued within the last three months).
- Letter from a UK further or higher education institution confirming the holder's acceptance on a current course of studies.
- A current UK firearm or shotgun license.
- Disclosure & Barring Service certificate issued within the last three months.
- Benefits paperwork issued by HMRC, Local Authority or a Jobcentre Plus on behalf of the DWP within the last three months.

We cannot accept bank statements, utility bills, debit/credit cards, National Insurance cards etc.

SENDING YOUR APPLICATION

You can send your application to us in a number of ways:

Email to relocations@amrp.co.uk. Scan the form and attach it to an email, remember to attach your identification documents.

Post to Relocations Team, AMRP, 18 Darlington Road, Ferryhill, DL17 8JP.
Remember to include photocopies of your identification – do not send original documents..

Fax to 0191 580 1123

CONTACTING US

If you have any questions about the application form, our Relocations service or the progress of your application you can contact the Relocations Team directly by calling 0191 640 4604. Please allow at least two weeks before requesting a progress update.

Employer Details

Company Name:			
Address:			
Post Code:	Date From _____	Date to _____	
Email address:	_____	Tel Number	_____

Pets

Please give details of any pets:
<i>Note: we're a Pet Friendly landlord, but some properties might be excluded from this policy.</i>

Housing Options Questionnaire

Answering the following questions helps us to identify suitable homes and areas, although we can't guarantee to be able to offer properties which meet all of your preferences.

HEALTH & ACCESSIBILITY			
Hearing or visual impairment	<input type="checkbox"/>	Mental Health problem	<input type="checkbox"/>
Learning disability	<input type="checkbox"/>	Mobility issue	<input type="checkbox"/>
Downstairs bathroom preferred	<input type="checkbox"/>	Upstairs bathroom preferred	<input type="checkbox"/>
Shower preferred	<input type="checkbox"/>	Bath preferred	<input type="checkbox"/>
ETHNIC GROUP			
White	<input type="checkbox"/>	Mixed / multiple ethnic groups	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Black / African / Caribbean	<input type="checkbox"/>
Other	<input type="checkbox"/>		

E-Mail Address

Applicant One

Applicant Two

Affordability & Benefit Cap Calculator

Income Type	Weekly Amount Received	
Employment Income <i>(do not include in Benefit Cap calculator)</i>	£	/week
Universal Credit	£	/week
Jobseekers Allowance (JSA)	£	/week
Employment Support Allowance (ESA)	£	/week
Child Benefit	£	/week
Child Tax Credits	£	/week
Income Support	£	/week
Incapacity Benefit	£	/week
Bereavement Allowance	£	/week
Maternity Allowance	£	/week
Severe Disablement Allowance	£	/week
Widowed Parent Allowance	£	/week
Widowed Mothers Allowance	£	/week
Local Housing Allowance (LHA/Housing Benefit)	£	/week
TOTAL WEEKLY BENEFITS	£	/week
<i>DEDUCT BENEFIT CAP</i>	<i>- £384.62</i>	<i>/week</i>
If the result is a positive number, it will be deducted from weekly housing benefit entitlement.	£	/week

National Insurance Number		
Rent with current landlord	£	/week
Arrears balance with any previous landlords	£	(total)

Tenancy Settlement Support Service

Available to our referral partners only!

AMRP Relocations offers a Tenancy Settlement Support Service, this offers the opportunity to acquire an enhanced support service to support the early stages of a tenancy to ensure the best chance of a sustainable tenancy, the service includes-

- Assistance with set up of utilities accounts
 - Assistance with Travel arrangements to and assistance / direction to settle in the North East of England.
 - Assistance to secure Doctors registration and School places.
 - Sign Posting to affordable furniture schemes, Local Food Banks, Support services and Social workers where needed.
- * Welfare Follow ups after arrival with tenant to ensure the early days of the tenancy are smooth, any issues resolved or referred and that the tenants build financially sustainable tenancies.

Our Tenancy Settlement Support Service, is available for a one off fee of up to

Only £350 including VAT per tenancy, being £291.66 Plus VAT.

TENANT REFERENCING FORM

INTRODUCTION

As an accredited landlord or license holder within the Council's Selective Licensing area of Wembley in Easington, Durham County Council recommends that you carry out a reference check on all prospective tenants who are being considered for a tenancy. This will ensure a sharp focused approach on the key strategic outcomes outlined within the Private Sector Housing Strategy and enable landlords to make an informed decision when letting their property.

A reference check is a system to check how a prospective tenant has conducted their previous tenancies and highlight any concerns which the landlord should be aware of. If this is the applicant's first tenancy, the Council may be unable to carry out a full reference check due to the lack of housing history.

The Private Sector Housing Team are responsible for processing the reference checks and the result is decided using the attached Traffic Light criteria. The decision is verified by two officers to ensure that the result is fair and consistent. The Private Sector Housing Team must be notified within 7 days of which tenant has taken the tenancy.

APPLYING FOR A REFERENCE CHECK

- The landlord will be required to submit a reference request and informed consent form in respect of the prospective tenant(s). Any member of the household who is over 16 will need to apply for a police disclosure.
- The reference request form must be signed by the tenant(s) and the landlord.
- The prospective tenants should provide as much information as possible about their previous housing history - for the past five years if possible. Most importantly full addresses and dates of where they previously lived should be provided, as well as full contact details of the landlords.

Please note: The council will not process any applications that are incomplete and signed in accordance with these instructions.

INFORMING THE LANDLORD AND THE APPLICANT

Once a decision has been made the landlord will be notified in writing within 48 hours. The landlord may initially be informed of the outcome by telephone. It is their responsibility to inform the tenant of the decision as well as informing the Local Authority who they are letting the property to.

The Council supply the reference result but it is the landlord's decision whether they are prepared to accept any applicant as a tenant for their property. However, in particular circumstances the Council may advise the landlord where an applicant is likely to sustain a successful tenancy.

The applicant may request full details of the result and an explanation of the grounds on which the decision was made by contacting the Private Sector Housing Team or via a written Freedom of Information request. The applicant may also appeal against the decision and should contact the Private Sector Housing Team for further information on the appeals process.

TIMESCALES

The Private Sector Housing Team will attempt to complete the referencing process for selective licensing areas within 5 working days and in the other regeneration areas within 10 working days. However, achieving this target depends in each case on the speed with which partners can respond to us with the information required of them.

TRAFFIC LIGHT SYSTEM

The aim of the traffic light system is to help make tenancies more sustainable 'by identifying where there are issues which may affect the suitability of certain accommodation for particular clients, or indicating where there is a need for support packages to be offered to the client. This system will allow landlords to be consistent when allocating their properties. Reference result decisions are made on merit for each individual case, taking into account the criteria set under the categories below: -

DISCLOSURE AND BARRING SYSTEM

A basic disclosure will be required from any potential private rented sector tenant in Wembley, Easington (the designation for selective licensing in that area will end in July 2019). This will provide information of unspent criminal convictions and will form part of the reference, if there has been criminal activity where the behaviour may have an impact on the community.

RED

History of criminal and/or serious anti-social behaviour, examples include drug dealing, problematic drug or alcohol use, prostitution, burglary, serious anti-social behaviour, wilful damage to property and housing benefit fraud, substantial rent arrears, a history of continuous rent arrears (substantial rent arrears would equate to the sum of 8 weeks Local Housing Allowance for the property type), and unsatisfied County Court Judgement(s). Extra management may be required to support these tenancies.

AMBER

History of tenancy breaches however would indicate types of behaviour that would not impact on the local community. Examples would include rent arrears, abandonment, damage to the property through negligence rather than wilful damage and rent arrears. Extra management may be required to support these tenancies

GREEN

The checks undertaken have not revealed any concerns that would affect allocation to this tenant.

INSUFFICIENT TO CLASSIFY

There is not enough information provided to carry out the necessary checks, examples of this may be people who own their own property, first time applicants.

PRIVACY NOTICE: To find out how we collect, use, share and retain your personal data, ask a member of staff or please visit <http://www.durham.gov.uk/dataprivacy>

TENANT REFERENCING FORM

PLEASE NOTE: This reference check can only commence once a fully completed request is received. **All mandatory fields must be completed or this form will be returned to you, resulting in potential delay.** The outcome of the reference check will be given in writing.

This does not constitute a 'Right to Rent' check

1. Property being applied for:

Property applied for:
Landlord/ Agent:
Landlord/ Agent contact details:

2. Applying applicant details:

	Applicant 1	Applicant 2
Title (Mr/Mrs/Miss/Ms/Other)		
Full Name:		
Previous names:		
DOB:		
Contact number		
Current address:		
Receiving Housing Benefit?		
Landlord details: <i>(incl contact details)</i>		
Reason for leaving:		
Any arrears left/ other issues?		

3. Additional Household members:

Please detail all persons who will be living in the property, including anyone that doesn't live with you now.

Title (Mr/Mrs/Miss/Ms/Master/Other)	Full name	DOB	Relationship to you

5. Additional information

	Applicant 1		Applicant 2	
	Yes	No	Yes	No
Are you subject to immigration control or have you come to live in the UK in the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any unspent criminal convictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any pending criminal convictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please give details below:				
	Applicant 1		Applicant 2	

6. Data Protection Legislation

Durham County Council is registered as a Data Controllers of personal data, under Data Protection law (including the General Data Protection Regulations) with the UK Information Commissioner's Office.

Your information will be used for the purposes of completing a housing reference and assisting you with your housing circumstance. We will share your information with credit reference agencies and relevant financial institutions to help us determine your reference result.

To read our Privacy Notice (how we use, share and retain your personal data) ask a member of staff at Housing Solutions or please click on '*other council services*', then '*Housing Solutions*' at: www.durham.gov.uk/dataprivacy

7. Declaration

I/we certify that the information given in relation to my/our application is true, and understand that if I/we knowingly or recklessly give any false information then my/our application may be cancelled.

I/we understand that my/our previous landlords will be contacted in order to provide information relevant to re-housing. I/we understand that the reference information will relate to rent arrears, nuisance, noise and any other breach of tenancy.

I/we understand that the information will be stored under the conditions of the Data Protection Act 2018 and used for the purpose listed in the Data Protection Legislation section above.

	Applicant 1	Applicant 2	Landlord/Agent
Signed	_____	_____	_____
Date	_____	_____	_____

Proof of Identification for the Applicant(s) *must be* provided when this form is submitted, including:

- | | |
|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Bank Statement |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Welfare or Benefit document |
| <input type="checkbox"/> Driving Licence | <input type="checkbox"/> Current Tenancy Agreement |
| <input type="checkbox"/> Utility Bill / Mobile Phone Bill | |

Please tick the type of identification enclosed.

Verifying Identification

Alternatively if you do not wish to enclose original documents, identification can be verified by a Council employee, landlord or agent who must complete the declaration below that they have sighted these documents. Please tick to indicate the identification shown above.

Witnessed by: _____

Position: _____

Signature: _____

Date: _____

Landlords Checklist - Referencing

If you are intending for Durham County Council to carry out a reference check on prospective tenants on your behalf, you must ensure that all documents are completed and enclosed. The documents required are:

- A fully completed Housing History Form detailing;
- A full five year address history for each applicant, including full addresses
- Dates at previous addresses
- Full details of the previous landlord
- A disclosure for each person who will be living in the property aged 16 and over
- Proof of ID must be provided for each person applying for the reference, this can include:
 - A passport
 - Utility Bill
 - Welfare of benefit document
 - Driving licence
 - Current Local Authority or Housing Association tenancy Agreement
- Are all required areas signed and witnessed