Your current / former tenant(s) has applied to join the Merseyside Property Pool Plus housing register. Please complete the following information regarding their tenancy and return to your tenant / former tenant(s). This information will be used to assess the applicant’s eligibility to join Property Pool Plus.

|  |  |
| --- | --- |
| Name of Tenant(s): |  |
| Full Tenancy address: |  |
| Tenancy Start Date: |  |
| Tenancy End Date (if applicable): |  |
| Property Size and Type |  |

|  |  |
| --- | --- |
| Monthly Rent | £ |
| Are there any outstanding rent arrears? | YES  NO |
| ***If yes (rent arrears) please complete the following questions*** | |
| Please state the amount outstanding | £ |
| Have the rent arrears accrued solely due to Bedroom Tax or any other benefit change e.g. Universal Credit. | YES  NO |
| ***If yes please provide details in box below*.** |  |
|  |  |
| Is there an arrangement in place to repay the arrears? | YES  NO |
| If yes (payment arrangement), has the tenant adhered to the agreed repayment plan for a minimum of 3 months? | YES  NO |
| **Please provide details of the repayment arrangement including:**   * **The date the arrangement started.** * **The monthly amount agreed.** * **Any missed payments.** | |
|  | |

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| --- | --- |
| The following questions relate to how the tenancy has been conducted. Please do not declare any issues that occurred over twelve months ago, unless they directly relate to an unspent criminal conviction or there has been no evidence of an improvement to the tenancy conduct since. | |
| Have there been any ASB / noise nuisance or behaviour problems caused by the tenant or any member of their household? | YES  NO |
| Has the tenant or a member of their household caused damage to the property ? | YES  NO |
| Has the tenant or a member of their household breached any of the other tenancy conditions in the last 12 months? | YES  NO |
| ***If you have answerd yes to any of the above three questions please advise what the issue/s are and dates when the issue/s occurred in the box below.*** | |
|  |  |
| In summary, has the tenancy been conducted in a satisfactory manner | YES  NO |

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| --- |
| Please provide us with any further relevant information which may assist us in reaching a decision regarding this applicant’s suitability for a social housing property allocation. |
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| --- | --- |
| Landlord Details | |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Landlord Signature: |  | Date: |  |