

# The Tenant Passport Membership Application Form

## HOUSING STATUS

About yourself	About the joint applicant
Family name or surname: .....	Family name or surname: .....
First name(s): .....	First name(s): .....
Title:Mr Ms Mrs Miss (please circle)	Title:Mr Ms Mrs Miss (please circle)
Date of Birth: .....	Date of Birth: .....
National Insurance Number: .....	National Insurance Number: .....
Gender (Sex): M F (please circle)	Gender (Sex): M F (please circle)
<b>Address</b> ..... ..... ..... ..... ..... <b>Postcode:</b> .....	

<b>Email Address:</b> .....
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Telephone Number (Home): .....

Daytime Telephone Number (if different): .....

Mobile Telephone Number: .....

Date moved into current property:

Date have to leave current property:

**HOUSING HISTORY**

**(Provide your addresses for the last 2 years and explain any gaps in your housing history)**

Address	From	To	Reason for leaving	Who was tenancy with?

**Are you the tenant of the above property? Yes / No**

**If you are the tenant - who is your current Landlord?**

What is your Landlord's Name:

What is your Landlord's Address:

.....  
.....  
.....  
..... Postcode: .....

Please give your Landlord's  
telephone numbers:

Home

.....

Mobile

.....

**E-mail:**

.....

**If you are not the tenant of the above property are you?**

Living In

Owner Occupier

Homeless

## APPLICANT 1 - TENANCY HISTORY

Do you have any rent arrears from previous tenancies in the last 2 years?

Yes  No

If yes – where and how much?

Address: \_\_\_\_\_ £ \_\_\_\_\_

Address: \_\_\_\_\_ £ \_\_\_\_\_

In the last 2 years have you been subject to?

In the last two years have you been subject to any of the following court orders:	Main Applicant
Anti-social Behaviour Order	Yes/No
Drinking Banning Order	Yes/No
Premise Closure Order	Yes/No
Injunction	Yes/No
Possession Order (loss of your home)	Yes/No
A Domestic Violence Court Order	Yes/No

Any complaints Regarding:	Main Applicant
Anti-Social Behaviour	Yes/No
Criminal Behaviour	Yes/No
Domestic Violence	Yes/No
A criminal conviction (unless spent)	Yes/No

If yes for any of the above please provide details below:

Do you have anyone who provides you with help or support such as a Health Worker, Social Worker, Probation Officer or another Support Officer?

Yes  No

Name:

Agency:

Tel No:

## APPLICANT 2 - TENANCY HISTORY

**Do you have any rent arrears from previous tenancies in the last 2 years?**

**Yes**  **No**

**If yes – where and how much?**

**Address:** \_\_\_\_\_ **£** \_\_\_\_\_

**Address:** \_\_\_\_\_ **£** \_\_\_\_\_

<b>In the last two years have you been subject to any of the following court orders:</b>	<b>Main Applicant</b>
Anti-social Behaviour Order	Yes/No
Drinking Banning Order	Yes/No
Premise Closure Order	Yes/No
Injunction	Yes/No
Possession Order (loss of your home)	Yes/No
A Domestic Violence Court Order	Yes/No

<b>Any complaints Regarding:</b>	<b>Main Applicant</b>
Anti-Social Behaviour	Yes/No
Criminal Behaviour	Yes/No
Domestic Violence	Yes/No
A criminal conviction (unless spent)	Yes/No

**If yes for any of the above please provide details:**

**Do you have anyone who provides you with help or support such as a Health Worker, Social Worker, Probation Officer or another Support Officer?**

**Yes**  **No**

**Name:**

**Agency:**

**Tel No:**

**INFORMED CONSENT FORM  
TO BE READ AND SIGNED BY THE PERSON(S) APPLYING FOR MEMBERSHIP OF THE  
TENANT PASSPORT SCHEME.**

I have applied for membership of West Lindsey District Council's Tenant Passport Scheme. I understand that the aim of the scheme is to reduce anti-social behaviour in the private rented sector by providing landlords with information regarding a person's **tenancy** history to assist a landlord in deciding whether to offer a member of the scheme a tenancy, in tenancy management and where appropriate, by linking people to support to help them to get and then to maintain a property.

I understand and consent to West Lindsey District Council's Tenant Passport carrying out checks about my and members of my households past behaviour/character and the conduct of any previous tenancies and/or occupations of any property that have involved myself and/or members of my household.

I understand and consent to any information obtained by the scheme being used to assist the scheme in determining my membership application (subject to scheme guidance available at [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)) and in measures to prevent and tackle crime and anti-social behaviour.

I understand and consent to any agency/company exchanging any information that they deem necessary and relevant regarding myself and members of my household for these purposes.

I understand and consent to any information that is held about myself and my household being shared with any relevant agencies under Section 115 of the Crime and Disorder Act 1998 for the purpose of reducing crime and disorder.

I understand that these agencies may include, but are not limited to, any prospective or current or previous landlords, Police Force, departments of Local Authorities, Housing Associations, Probation Services, Primary Care Trusts and Fire Authorities.

I understand that information about myself and my household will be held by West Lindsey District Council under the terms of the Data Protection Act 1998. Information will be held on a secure database for 12 months and then deleted in line with West Lindsey District Council's guidelines.

I understand and consent that the information that may be held and exchanged may include, but may not be limited to, any complaints of anti-social behaviour, domestic violence, rent arrears, damage to property, abandonment of property, breach of tenancy conditions, court orders, illegal use of property, and/or criminal behaviour which is deemed to be relevant to tenancy management.

I understand that should I provide any false information and/or withhold any information relevant to determining my suitability for membership of the Tenant Passport Scheme that I will be refused membership/face the withdrawal of my membership for a minimum of 12 months.

**(Please take signature for every person who needs referencing over 18 years old who will be living with the main applicant).**

Signature:

.....Date:.....

Signature:

.....Date:.....

**FORM D: Explicit Consent for the Disclosure of Police Information**

Most information held by the Police is classified as 'SENSITIVE' personal information, under the Data Protection Act 1998, and therefore unless an exemption applies the explicit consent of the Data Subject is required, before we can consider disclosure.

I, Name: ..... (applicant)  
 Date of Birth: .....  
 Address: .....  
 .....

I hereby consent for Lincolnshire Police to disclose the following information–

TO Organisation: West Lindsey District Council  
 Address: Home Choices, The Guildhall, Marshalls Yard,  
 Gainsborough DN21 2NA

For the purpose of -

For West Lindsey District Council's tenant referencing scheme. Applicant has signed statement above to confirm would like to apply to the scheme.

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

**CONFIRMATION OF IDENTITY:**

I, Name: ..... (Organisation Representative)  
 of the above organisation, hereby confirm that I have verified the identity of the above named individual.

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

Position/Job Role: .....

***(Where possible, please provide countersigned photocopy of any available identification)***

**Has Applicant 1 and Applicant 2: (if relevant)**

**(A) Application Form:**

1. Answered **ALL** questions on the form?
2. Provided a phone number?
3. Listed everyone who is going to be living with them?
4. Listed **ALL** their previous addresses for the last 2 years?
5. Signed and dated the form?

**(B) Provided 2 proofs of their identity?**

**(Note - only 1 proof of identity needed if you provide photo ID with your current address on. i.e. Driving Licence)**

**(C) Provided proof of their current address?**

**(D) Had their photograph taken?**

**(Note - BOTH applicants (if relevant) must be present to have their photograph taken to hand in the form)**

**Documents accepted for proof of identity and current address:**

1. Passport
2. Home office immigration papers
3. Driving licence
4. Birth or Marriage certificate
5. National Insurance number card
6. EEC identity card
7. Military identity card
8. Prison identity card
9. Citizen, validate UK, PASS identity cards
10. University/College identity card
11. Benefit payment book/letter, Child or Housing benefit book/letter
12. Tenancy Agreement or Rent book
13. NHS medical card
14. Utility bill (gas, electric, water) (dated within last 3 months)
15. Phone, council tax, insurance bill (dated within last 3 months)

**THIS TENANT PASSPORT SCHEME APPLICATION FORM WILL NOT BE ACCEPTED UNLESS ALL OF THE ABOVE HAS BEEN DONE**