



Hartlepool Good Tenant Scheme Membership Application Form



Please complete and return this application form to:
Hartlepool Good Tenant Scheme, Housing Options Centre, Park Towers, Park Road, Hartlepool, TS24 7PT
Tel No: 01429 284890, E-mail Address: tenant.ref@hartlepool.gov.uk, Website: www.hartlepool.gov.uk

HOUSING STATUS
Do you have a new property lined up? Yes / No
If Yes, what is the address?: _____
<u>What are the contact details for your new property's Landlord?</u>
Landlord Name:
Address / Postcode:
Tel No:
E-mail:

Date Received Stamp:

Renewal of Membership

Applications will only be accepted from persons aged 18 years plus.

Applications will NOT be accepted without a postal address. No fixed address will NOT be accepted as a current address - applicants must enter the address(es) where they are currently staying. (unless rough sleeping)

APPLICANT 1 – PERSONAL DETAILS	APPLICANT 2 – PERSONAL DETAILS
Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
Full Name:	Full Name:
Previous/Maiden Names:	Previous/Maiden Names:
Current Address:	Current Address:
Postcode:	Postcode:
Tel/Mob No 1:	Tel/Mob No 1:
Tel/Mob No 2:	Tel/Mob No 2:
E-mail:	E-mail:
Date of Birth:	Date of Birth:
Are you the tenant of the above property? Yes / No <u>If you are the tenant - who is your current Landlord?</u>	Are you the tenant of the above property? Yes / No <u>If you are the tenant - who is your current Landlord?</u>
Landlord Name:	Landlord Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
E-mail:	E-mail:
Date moved into current property:	Date moved into current property:
Date have to leave current property:	Date have to leave current property:
<u>If you are not the tenant of the above property are you?</u>	<u>If you are not the tenant of the above property are you?</u>
Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/> Homeless <input type="checkbox"/>	Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/> Homeless <input type="checkbox"/>
<small>For Office Use Only</small>	<small>For Office Use Only</small>
Name of Homeless Officer:	Name of Homeless Officer:
Date of Homeless Interview:	Date of Homeless Interview:



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APPLICANT 1 - HOUSING HISTORY

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

Property Address	Start Date	End Date	Landlord Details	Were you the tenant, living in or an owner occupier?
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>

APPLICANT 2 - HOUSING HISTORY

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

Property Address	Start Date	End Date	Landlord Details	Were you the tenant, living in or an owner occupier?
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>
			Name: Address: Tel No:	Tenant <input type="checkbox"/> Living In <input type="checkbox"/> Owner Occupier <input type="checkbox"/>



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INFORMED CONSENT FORM

TO BE READ AND SIGNED BY THE PERSON(S) APPLYING FOR MEMBERSHIP OF THE GOOD TENANT SCHEME

I have applied for membership of Hartlepool Good Tenant 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 Hartlepool Good Tenant Scheme 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.hartlepool.gov.uk) and in measures to prevent and tackle crime and anti-social behaviour under the Safer Hartlepool Partnership.

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, Fire Authorities, Hartlepool Team Around the Primary/Secondary School and Household members, any support services/organisations, and any other agency under the Safer Hartlepool Partnership.

I understand that information about myself and my household will be held by Hartlepool Borough Council under the terms of the Data Protection Act 1998.

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 Hartlepool Good Tenant Scheme does NOT carry out criminal record checks.

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

SERVICE STANDARDS

1. We will be fair, equal, impartial, courteous, professional and accountable.
2. We will use plain language and avoid unnecessary jargon.
3. We will acknowledge your application in writing within five working days.
4. We will give you the name and direct contact number of the person dealing with your application.
5. We will process your application within 10 working days.
6. We will aim to respond to your phone calls within two working days.
7. We will aim to respond to your letters/e-mails within five working days.
8. We will keep you informed about what happens with your application.
9. We will share your information with others according to the permissions you give us.
10. We will review at least 10% of applications to ensure our service standards are being maintained.
11. We will ask you for your views on the service and any changes you think will improve it.
12. We will acknowledge all appeals made within 5 working days.
13. We will inform you of the outcome of an appeal within 15 working days.

APPLICANT 1

APPLICANT 2

SIGNED:

PRINT NAME:

DATE:



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GTS APPLICATION CHECKLIST

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 at The Housing Options Centre?

(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: (documents must not be expired)

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/G.P letter (dated within last 2 months)
14. Utility bill (gas, electric, water) (dated within last 2 months)
15. Phone, council tax, insurance bill (dated within last 2 months)

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



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What is Hartlepool Good Tenant Scheme?

Hartlepool Good Tenant Scheme is a free to use tenant referencing service managed by Hartlepool's Community Safety Team, and delivered by the Housing Advice Team, from the Housing Options Centre in Park Road, Hartlepool.

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.

Landlords are often reluctant to let their properties to people who they know little about. They fear their property could be damaged, used for illegal purposes or that the rent may not be paid. This can make it difficult and time consuming to find a good property. Membership of the Good Tenant Scheme allows someone to show that they are a good tenant quickly and easily.

The scheme allows private sector landlords to obtain reliable, accurate and comprehensive information regarding the **tenancy** history of someone who has approached them for housing. This information is provided to the landlord with a person's written permission. Landlords use the information provided by the Good Tenant Scheme to make a risk assessment of whether it would be appropriate for them to take someone as their tenant.

Different landlords have different levels of experience, resources, and ability in tenancy management. For example; whether or not they are locally based; the number and experience of the staff they employ; the number of properties they manage; the financial resources available to them to maintain the property and manage the tenancy. This means that some landlords will be able to successfully maintain and manage tenancies that other landlords cannot.

Using information from the scheme, landlords are able to confirm whether someone is a good tenant and to hopefully offer them a property. As a voluntary scheme, the final decision as to whether to take someone as a tenant remains with the landlord.

What are the benefits of membership?

Membership of the Good Tenant Scheme allows someone to show that they are a good tenant quickly and easily. Landlords want to attract and keep good tenants. The scheme enables a fair and accurate picture of a person's tenancy history to be presented to a landlord which is based on reliable information.

How to apply

Joining the Good Tenant Scheme is easy and free. Complete this application form and hand it in at The Housing Options Centre, Park Towers, Park Road, Hartlepool.

When handing in this form both applicant 1 and applicant 2 (if relevant) will need to be present to have their photograph taken. 2 proofs of identify (or 1 photo ID) and proof of current address will also need to be provided for each applicant at the same time.

Please note that the scheme will not accept an application form unless all of the above can be completed. This is to prevent any delays in processing an application. The scheme aims to process applications for membership within 10 working days.

What if I have had problems in the past?

If you have had problems with a tenancy in the past, you can still apply to join. The scheme will assess your application and may depending on the circumstances decide to grant you provisional membership of the scheme.

Applicants who are refused membership of the scheme will be offered an interview to discuss their refusal with their applications investigating officer.

Applicants who attend this interview will be offered a referral to the Supported Housing Panel. The Supported Housing Panel will review the situation to see if there is any available and appropriate support that can be provided to assist in changing/improving the behaviour which led to rejection from the scheme.

Where an applicant accepts support offered by the Supported Housing Panel, and for a minimum period of 3 months; in the opinion of their primary support worker the applicant has engaged with the support offered, and there have been no further reports of behaviour which would affect a tenancy, an applicant will be offered provisional membership of the scheme. The scheme manager reserves the right to determine whether an applicant has met the above requirements when deciding whether to grant a provisional membership.