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| Bracken Referral Form |
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Personal Details

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| --- | --- |
| Name |  |
| Date of Birth |  |
| National Insurance  |  |
| Contact Number |  |
| Email Address |  |
| Marital status |  |
| Dependents – to be re-housed with you |  |
| Are you Pregnant? |  | Due date |  |
| Current LHR no |  | Status |  |
|  |
| Nationality |  |
| If you have moved to the UK within the last 5 years are you subject to Immigration  |
| Control? | Yes |  | No |  |  |
| Do you have proof of Immigration Documentation? | Yes |  | No |  |

Current Address

|  |  |
| --- | --- |
| Address |  |
|  |  |
| City |  |
| Postcode |  |
| Time at Address |  |

Previous Details

|  |
| --- |
| Last 3 years accommodation details |
| Landlords Details | Address of property | Tenancy Dates |
|  |  | From |  |
|  | To |  |
|  |  | From |  |
|  | To |  |
|  |  | From |  |
|  | To |  |
|  |  | From |  |
|  | To |  |

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| --- | --- |
| Name of Referrer |  |
| Job Title |  |

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| --- | --- | --- | --- | --- | --- |
| Any Rent arrears | Yes |  | No |  | Amount - £ |
| Which organisation |  |
| Water Rates Arrears | Yes |  | No |  | Amount - £ |
| Council Tax Arrears | Yes |  | No |  | Amount - £ |
| Gas Arrears | Yes |  | No |  | Amount - £ |
| Electricity arrears | Yes |  | No |  | Amount - £ |
| Anti Social Behaviour | Yes |  | No |  |  |
| Evictions | Yes |  | No |  |  |
| Mobility issues | Yes |  | No |  |  |
| Reason for move |  |
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| Support Issues | Yes |  | No |  | If yes please state |
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Income Details

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| --- | --- |
| Employers Name |  |
| Employers Address |  |
|  |  |
| Start Date |  |
| Proof – wage slips etc |  |
|  |
| Benefits - Type |  | Amount | £ |
| Time on benefits |  |
| Proof of benefits |  |
| HB number |  |

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| Any relation to a Riverside employee? |  |
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Equality Monitoring

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| **What group below do you feel best describes your ethnic background?** |
| **A: White** | **Tick - √** |
| British |  |
| Irish |  |
| Any other White background – please write |  |
| **B: Mixed Race** | **√** |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other Mixed background - please write |  |
| **C: Asian or Asian British** | **√** |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Kashmiri |  |
| Any other Asian background – please write |  |
| **D: Black or Black British** | **√** |
| Caribbean |  |
| African |  |
| Any other Black background – please write |  |
| **E: Other ethnic groups** | **√** |
| Chinese |  |
| Gypsy/ Traveller |  |
| Any other background – please write |  |

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| **What is your sexuality?** | **√** |
| Straight/Heterosexual |  |
| Lesbian/ Gay woman |  |
| Gay man |  |
| Bisexual |  |

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| **Do you consider yourself to be disabled** | **√** |
| Yes  |  |
| No |  |
| Details:  |

Data Protection Act

A full copy of our Privacy Statement is available upon request

1. Riverside will comply with the provisions of the Data Protection legislation. We will use your personal information and any other information we obtain about you from referees and security checks, for the purpose of;
* Property management
* Research
* Staff, agent and contractor administration
* Associated welfare services, advice and support
* Accounts and records
* Crime prevention and prosecution of offenders
* We will disclose your information to our service providers and agents for these purposes.
1. To help us to make decisions about you, to prevent fraud, and to check your identity we may seek references and search the files of credit reference agencies who will record any credit searches on your file. Any revealed non-housing related debt will not prevent an offer of accommodation. However, the information obtained may be used to assist a discussion about your ability to pay the rent charge or to purchase a property.
2. We may disclose information held about you for relevant reasons to other agencies with whom we work in partnership. These include Local Authorities, Social Services, the Police, other landlords and referral/support agencies or Government agencies. Disclosure in such cases will normally be with your prior permission or in accordance with agreed information exchange protocols and conditional upon receipt of evidence from the agency of the matters which necessitate disclosure. However, information can and will be provided where it is considered that the safety and welfare of a child is at risk.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist of Documentation.

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| **Documentation** | **√** |
| Proof of pregnancy |  |
| Immigration Status |  |
| Proof of Income |  |
| Signed declaration |  |

Any other Information.

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Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_