Pre Tenancy Form

For internal use only :

Property applied for :

Devon Home Choice Banding :

Current Tenancy Type :

New Tenant of Teign Housing : *Yes* ☐ *No* ☐

Tenancy type to be offered :

PTI Part 1 to go into CX & Kept

	Lead Tenant	Joint Tenant
Full Name		
Gender (F/M)		
Date of Birth		
Marital Status		
N.I number		
Contact number(s)		
Email address		

Other members of the household

Title	First Name	Surname	Date of Birth	Relationship to Client	Disability (if applicable)

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Next of Kin Details (optional)	
Full Name	
Address	
Relationship	
Telephone No.	

Are there any unspent criminal convictions against anyone in the household?	*Yes* ☐ *No* ☐
If yes, please provide further information	

Physical health/disabilities

Are there any support needs e.g. mental health that we need to be aware of?	*Yes* ☐ *No* ☐
If yes, please provide further information	

Is there any substance dependency in the household?	*Yes* ☐ *No* ☐
If yes, please provide further information	

Please provide contact details for any professionals that are currently working with you or providing you with support for example, support workers, social workers, mental health, probation?	

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PTI Part 2 – to not be input into CX, but scanned into documotive for xx months

Is anybody in the household pregnant?	*Yes* ☐ *No* ☐	*Due date:*	

Work Status – Lead tenant

Full time (30+)	☐	Retired	☐
Part time (-30)	☐	Not seeking	☐
Government training/new deal	☐	Looking after family/home	☐
Job Seeker	☐	Unable to work due to sickness or disability	☐

Work Status – Joint tenant

Full time (30+)	☐	Retired	☐
Part time (-30)	☐	Not seeking	☐
Government training/new deal	☐	Looking after family/home	☐
Job Seeker	☐	Unable to work due to sickness or disability	☐

Current & Former Addresses if any different to that on the DHC application (including Landlord contact details)	

Non dependants: (A non-dependant is anyone who is in the household above 18, this includes any children)		*Yes* ☐ *No* ☐	
If yes, please confirm their status:			
In full time education	☐	Age:	
Claiming benefits	☐	What benefits:	
Working	☐	How many hours:	
		Monthly Net Salary :	£

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Income

Income Type (Welfare Benefits)	Main App Monthly £	Joint App Monthly £	Others	Comments
Universal Credit – confirm what elements				
Jobseeker's Allowance				
Employment Support Allowance				*Single claim* ☐ *Joint claim* ☐
Income Support				*Single claim* ☐ *Joint claim* ☐
Disability Living Allowance or PIP - Care				*Rate:*
Disability Living Allowance or PIP- Mobility				*Rate:*
Carers Allowance				
State Pension				
Pension Credit				
Occupational/Private Pension				
Statutory Sick Pay				
Child Benefit				
Child Tax Credits				
Working Tax Credits				
Current Housing Benefit Award				
Other:				
Totals				

Income Type (Employment/ Other)	Main App Monthly £	Joint App Monthly £	Others	Comments
Salary/Wages				
Other (please state)				
Totals				

Total Monthly Income for Household	£
Total Weekly Income for Household	£

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Do you have any Savings?	*Yes* ☐ *No* ☐	Total Amount	£
Do you have a financial Interest in a property?	*Yes* ☐ *No* ☐	Total Amount	£

Childcare Costs – This is taken into account for your housing benefit assessment

Child care costs (registered childminder/nursery)	*Yes* ☐ *No* ☐	Total Amount (p.week)	£
Any other notes re income/ expenditure:			

Any other monies owed e.g. creditors	Owed Since	Amount Owed	Weekly/ Monthly payments?	Arrears

Have you ever been made bankrupt, received County Court Judgements for Debts or been in a debt management scheme?	*Yes* ☐ *No* ☐
If "Yes" when?	

Do you have any rent arrears outstanding with your current / former landlords	*Yes* ☐ *No* ☐
If yes give details	

If any concerns in relation to debts / expenditure please make Head Start referral

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Summary of historical and current housing issues (tick all that apply)

Never had independent accommodation	☐	Escaping sexual abuse	☐
Has weapons / firearms	☐	Have experienced neighbour problems / nuisance in the past	☐
Previously Evicted	☐	Have you ever been accused of causing Anti social behaviour	☐
Escaping violence	☐		
Other:			☐

Supporting Documents Checklist (tick all that apply)

Name/type of document	Attached
Proof of Identity & Nationality (Passport, Birth Certificate)	☐
Proof of current address (tenancy agreement, current utility bills etc.)	☐
Proof of income details (wage slip, welfare benefit info etc.)	☐
Other information (please specify)	

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Privacy Information

Teign Housing is committed to providing our customers with the highest standards of privacy and data security in accordance with the General Data Protection Regulations (GDPR).

The sensitive and personal information you supply to us in this form will be used to assess your eligibility and suitability for the property that you have applied for. If your application is successful, the information you provide in this form will be used to set up your tenancy on our systems and for the ongoing management of your tenancy. The personal information we collect from you will be used by Teign Housing to provide the service or to carry out the transaction you have authorised, and will be securely stored in line with our Data Retention Policy. Your data will also be made available to you through the use of our tenant portal 'See My Data' which will allow you to access and make changes to your own personal information.

We do not sell or share your personal information to others unless we are required to do so by law. We do however; use other companies and third parties to provide services on our behalf if necessary, for example with our repairs and maintenance subsidiary company, the local authority, emergency services, utility companies and our emergency out of hour's service provider. Only personal information necessary to deliver the service will be provided to these companies. We may also from time-to-time anonymise your personal data for the purposes of carrying out profiling and research activities to allow us to tailor our services to you. You can revoke your consent to any such activities at any time.

If there are any particular sensitive details that you would like to make us aware of that may help us to sustain your tenancy successfully, regarding your protected characteristics such as your: Ethnicity, Religious Beliefs or Sexuality, please include them in the space provided below.

This information is provided by you voluntarily, and is given to us in confidence. We will not pass it on without your permission.

By including any sensitive personal information in the space above, you grant Teign Housing your explicit consent to hold and process this data.

For further details about how Teign Housing manages your personal information, or for more information about your personal rights under the 'GDPR', please visit our website www.teignhousing.co.uk, or email your enquiry to **customerhub@teignhousing.co.uk**. Alternatively, you can contact our Business Support Team by calling **01626 322722**.

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Declaration

- ☐ I confirm that the details given on this application form are correct.
- ☐ I confirm that if any false information has been given, that this application may be refused, that any offers made may be withdrawn, and/or any tenancies granted may be forfeited.

I acknowledge that it is a criminal offence to either make a false statement, or to deliberately withhold information in order to seek a tenancy through Teign Housing.

I understand that Teign Housing may prosecute if an offence is committed. This could lead to a fine of up to £5,000, and may also lead to legal action for the possession of any accommodation found to have been obtained by deliberately allowing false information to be used.

I undertake to notify Teign Housing of any future change in circumstances which may occur.

I also agree that:

- ☐ The information given will be held and processed by computer according to the provisions of the General Data Protection Regulations (GDPR)
- ☐ Members of Teign Housing are, as part of the checking process, entitled to visit me at home before entering into any tenancy.
- ☐ As part of my assessment of suitability for a tenancy, I authorise the Devon and Cornwall Constabulary to disclose any relevant information relating to convictions for arson, offences involving violence, offences of a sexual nature or convictions for possession, supply or possession with intent to supply any illegal drugs. Information shared in this way will not be used for any other purpose. Teign Housing may obtain information from current and/or previous landlords for the purposes of obtaining a reference on tenancy conduct.
- ☐ If the allocation is authorised I am aware that when I sign the tenancy agreement I will be required to pay two weeks rent in advance.

Name of Client:

Signature of Client:

Date:

Name of Client (Joint):

Signature of Client (Joint):

Date: