

NEW TENANCY FORM

Date	
Managing Agent	
Scheme Manager/ Representative	
Tenant Number	
Property Code	
Proposed Address	

SECTION 1: ABOUT THE MAIN TENANT

1.A. MAIN TENANT PERSONAL DETAILS

Title	
Surname	
First name(s)	
Date of Birth	
National Insurance Number	
Mobile/Telephone number	
Email Address	
Preferred pronouns (optional)	
Preferred language	
Current address	

1.B. MAIN TENANT APPOINTEE

Does the Main Tenant currently manage their own money?	
If no, do they have a legally appointed financial appointee?	
If yes - provide their details below:	
Organisation	
Title	
Surname	
First name(s)	
Address	
Mobile/Telephone number	
Email Address	
Does the main tenant have capacity to sign their tenancy agreement?	

If no has a court of protection been put in place?	
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If yes - provide their details below:

Organisation	
Title	
Surname	
First name(s)	
Address	
Mobile/Telephone number	
Email Address	

If no appointed deputy, can evidence of the court of protection application be supplied, or best interest minutes to confirm the capacity is in question?

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1.C. MAIN TENANT NEXT OF KIN

Title	
Surname	
First name(s)	
Address	
Mobile/Telephone number	
Email Address	

SECTION 2: JOINT TENANT DETAILS

2.A. JOINT TENANT PERSONAL DETAILS

Title	
Surname	
First name(s)	
Date of Birth	
National Insurance Number	
Mobile/Telephone number	
Email Address	
Preferred pronouns (optional)	
Preferred language	
Current address	

2.B. JOINT TENANT APPOINTEE

Title	
Surname	
First name(s)	
Address	
Mobile/Telephone number	
Email Address	

2.C. JOINT TENANT NEXT OF KIN

Title	
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Surname	
First name(s)	
Address	
Mobile/Telephone number	
Email Address	

SECTION 3: DISABILITY & PHYSICAL ADAPTATION

Please indicate with an X the disabilities/medical issues that affect the households needs and daily activities:

Disability/Medical Issue	Main Tenant	Joint tenant
Wheelchair User		
Difficulty Walking		
Visual Impairment		
Hearing Impairment		
Learning Disability		
Mental Health		
Drug-related		
Speech Impairment		
Oxygen Therapy		
Dialysis		
Seizure Disorder		
Non Verbal		
Suppressed Immune System		
Alcohol-related		
Prefer not to say		
Other (please specify):		

Is there anything else that you need to tell us about how illness/disability affects the type of home that is needed?

If you answered yes to the previous question please give details:

SECTION 4: LANGUAGE & ACCESSIBILITY

Please select to indicate whether members of the household can communicate in English:

Main Tenant	
Join Tenant	

If you cannot communicate in English, please indicate your preferred language:

SECTION 5: EQUALITY & DIVERSITY

As an organization we seek to collect equality and diversity data for all of our tenants. Your answers will help us make sure that our services are fair and open to all. There are some sensitive questions, but your answers will be treated in the strictest confidence. You do not have to answer any questions you are not comfortable with.

5.A. ETHNICITY

Please tell us the ethnicity of each member of the household:

Main Tenant

Joint Tenant

5.B. RELIGION/BELIEF

Please tell us the religion/belief of each member of the household:

Main Tenant

Joint Tenant

5.C. SEXUAL ORIENTATION

Please tell us the sexual orientation of each member of the household:

Main Tenant

Joint Tenant

5.D. GENDER IDENTITY

Please tell us the gender identity of each member of the household:

Main Tenant

Joint Tenant

5.E. NATIONALITY

Please tell us the nationality of each member of the household:

Main Tenant

Joint Tenant

SECTION 6: GETTING INVOLVED

Please indicate with an X if anyone in the household would be interested in any of the following:

Activity	Main Tenant	Joint tenant
Volunteering		
Joining a resident's group		
Helping improve our services		

SECTION 7: CORE INFORMATION - only required for Social Housing tenants at Inclusion Housing properties

As a social housing company, we are required to enter information on our Inclusion Housing lettings to the UK Government through the Continuous Recording (CORE) system. Your answers help the government understand social housing needs. There are some sensitive questions, but your answers will be treated with the strictest confidence.

7.A. PREGNANT HOUSEHOLD MEMBERS

Is anyone in the household currently pregnant?

7.B. RELATIONSHIP BETWEEN TENANTS

What is the relationship between the joint tenant and main tenant?

7.C. ECONOMIC STATUS

Please tell us the economic status of each member of the household:

Main Tenant		
Joint Tenant		

Net tenant monthly income after tax. For those receiving Universal Credit, please enter net weekly income from employment, pensions and Universal Credit. Please exclude child benefit, housing element of Universal Credit and council tax support (leave blank if they prefer not to say)		
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7.D. HOUSING BENEFITS AND UNIVERSAL CREDIT INFORMATION		
Please tell us what the tenants receive are likely to receive:		

Main Tenant		
Joint Tenant		

How much of your income comes from universal credit, state pensions or benefits? (Excluding child & housing benefit, UC housing element and council tax support or tax credit)		
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7.E. SPECIFIC HOUSING NEEDS		
Does anybody in the household have any disabled access needs?		

7.F. MILITARY HISTORY		
Please tell us if anyone in the household has links to the UK Armed Forces as a regular or reserve (Excluding National Service)		
If you answered yes to the previous question, has anyone in the household been seriously injured or ill as a direct result of their time and activities serving as a regular or a reserve?		
If anyone in the household has served in the UK Armed Forces, when did they leave?		

7.G. PREVIOUS HOUSING SITUATION		
The housing situation for this household immediately before this letting:		

7.H. CURRENT POSTCODE		
Postcode for the location of the previous settled accommodation before this letting:		

7.I. PREVIOUS HOUSING SITUATION		
What was the main reason the household left their last settled home?		

How long has the household continuously lived in the local authority area where the new letting is located?

How long has the household been on the waiting list of the local authority district where the new letting is located?

Did the household experience homelessness immediately before this letting?

Was the household given 'reasonable preference' by the local authority?

If you answered yes to the previous question what was the reason for 'reasonable preference' being given?

7.J. REFERRAL FOR THIS LETTING

How long has the household continuously lived in the local authority area where the new letting is located?