

Reference for accommodation through Wigan Council's housing scheme

All new applications must include 2 suitable references. If it is a joint application and you have not been together for 12 months or more, each joint applicant will require two references. Examples of an acceptable person to supply a reference are, current or former landlords, employer, support worker or a professional person. References from friends or relatives cannot be accepted. Please ask for assistance if you are finding this difficult.

Existing Council tenants do not need to provide references. Before an offer of accommodation is made a Housing Officer will visit you at your home to check that you have maintained your tenancy in accordance with the tenancy agreement and that your rent account is clear.

Please complete your details and pass onto the person supplying your reference. Completed forms should then be forwarded to the Housing Options Property Shop.

Details of person applying for housing

Name

Date of Birth

Address

Signed

Date

Person Supplying Reference

The above named person has applied for accommodation through Wigan Council's housing scheme and is asking you to act as a referee in support of their application. Please complete all details overleaf and return to the applicant. If you feel the applicant may need additional support with their application or maintaining a tenancy please contact a Housing Options Advisor at the Property Shops.

1. Details of person acting as a Referee (Complete in full)

Name Telephone No:

Company / Address:

I am a Landlord / Former Landlord / Employer / Former employer / Professional / Other –
Please state:

2. Reference from landlord / former landlord

Date of tenancy: from: to:

Weekly Rent Payable by tenant: Arrears to date

Has the Tenancy conducted in a satisfactory manner?
Yes No (please give details at further information below)

3. Reference from employer / former employer

Applicants post title:

Employed: from: to:

Do you think that the above will make a good tenant(s)?
Yes No (please give details at further information below)

4. Other Referees

How do you know the applicant?

Do you think the above will make a good tenant(s)?
Yes No (please give details at further information below)

5. Further information about the applicant

Please use this section to explain why you think the above will make a good tenant,
(for example do you think that they would be able to manage a tenancy without difficulty).

Company Stamp: (if there is no stamp attach a compliment slip if available)

Signed: Date: