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| --- |
| **Landlord Tenancy Reference** |
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To be completed by Landlord or Lettings Agent, We would appreciate it if you would check your records, confirm details and provide information associated with the conduct of this tenancy:

|  |  |
| --- | --- |
| Name of Tenant:  |  |
| Tenants Address: |  |
| Date From |  | Date To |  |

**Tenancy & Rent Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Tenancy Start Date |  | Tenancy End Date  |  |
| Tenancy Type |  | Sole/Joint Tenancy |  |
| Property Type(If available) |  | No of Bedrooms(If available) |  |
| Rent |  | Current Balance |  |
| Agreement to Pay? | YES / NO | Agreement maintained? | YES / NO |
| Repayment amount? |  | Maintained for how many weeks |  |

**Conduct of Tenancy**

|  |  |
| --- | --- |
| Property Condition | SATISFACTORY – no warnings or enforcement action requiredPOOR – warning or enforcement action taken, give details |
| Chargeable Repairs (existing) | YES / NO | If Yes, Cost  | £ |
| Chargeable Repairs (identified) | YES / NO | If Yes, Cost |  |
| Comments on Condition (inc list of chargeable repairs) |  |
| Behaviour | SATISFACTORYPOOR – warnings or enforcement for ASB, noise, etc give details |
| Comments on Behaviour  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Completed by (Print name) |  | Signature |  |
| Position |  | Dated |  |

**ONLY, if applicable - Enforcement or Legal Proceedings**

|  |  |  |  |
| --- | --- | --- | --- |
| If a current tenant: | Yes | No | Details (including the Ground of possession used) |
| Is a Notice Seeking Possession in force against the tenant, or have possession proceedings started?  |  |  |  |
| Is the tenant subject to a possession order or a suspended possession order? |  |  |  |
| Is a Demotion Order in force, or an application pending? |  |  |  |
| Is an injunction order under Section 153 Housing Act 1996 in force, or an application pending either against the tenant, or a person who resides with them?  |  |  |  |
| Is an anti-social behaviour order in force, or an application pending either against the tenant, or a person who resides with them?  |  |  |  |
| Are you aware of any risks that the tenant, or a person who resides with them, may present to staff or contractors? |  |  |  |

**Otherwise RETURN TO:-** the address at the bottom of this form