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**Private Sector Housing Team**

**TENANT REFERRAL FORM**

Please complete ALL the information required on this form and return it to:

Private Sector Housing Team, London Borough of Richmond upon Thames,

Civic Centre, 44 York Street, Twickenham TW1 3BZ

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| **About you** |
| Name: |
| Address: |
| Telephone number: Email address: |
| Type of tenancy: (eg: written Assured Shorthold Tenancy Agreement) Name on the tenancy: |
| Rent payable: How often: Payment method: |
| Names of other occupants: |
| How long have you lived at this address: |
| Do you intend to move out within the next 6 months or 12 months? |

**\*Circle correct answer**

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| **About your household:** |

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| Are you over 60? | **\*Yes** | **\*No** |
| Do you regularly have visitors over 60? | **\*Yes** | **\*No** |
| Are there children living at the property? | **\*Yes** | **\*No** |
| Do you regularly have children visiting you at the property? | **\*Yes** | **\*No** |

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| **About your managing agent (where applicable):** | |
| Name of managing agent: | |
| Address: | |
| Telephone no: | Email: |
| Name of contact person: | |

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| **About your landlord:**  **Note: Please provide your landlord details. You may need to ask your managing agent for this information.** | |
| Name of landlord: | |
| Address: | |
| Telephone no: | Email: |

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| **Is your problem about any of the following ? Delete those which do not apply**  **Damp and Mould Pests  Drainage  Electricity  Gas**  **Some other problem (give details below)** |
| **Please give details about the problems you are experiencing:**  **How long has it been a problem?**  **What part of the property does it affect?**  **How big an area does it affect – please attach measurements or photos if possible?** |

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| **Who did you inform about your problems?** |
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| **When did you inform your landlord/managing agent? (dates if known)** |
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| **How did you inform your landlord/managing agent?**  **(eg: letter, email, telephone, text message) Please enclose copies of any correspondence you have sent regarding your problems.** |
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| **What was their response?** |
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| **Signed:** | **Date:** |

**Please Note:**

**We are required by law to inform your landlord before an officer can inspect your home.**

**You are legally obliged to allow your landlord access to the property to carry out repairs subject to appropriate notice being given.**