

Private Rented Service Newcastle

Please read notes

- If you need help filling in this form, please let us know (see details below)
- Please fill in as much as possible. It will take longer to process your application if information is missing. If the application form is incomplete your application might be rejected.
- Any members of the household age 16 + must complete their own form.
- Be open and honest about rent arrears, criminal convictions, alcohol and substance misuse problems etc. If you provide false, misleading or omit to provide relevant information your application might be rejected.
- We must have an address or phone number so that we can contact you, if you change your contact details you must let us know.
- You will need to provide proof of ID and income, please provide one or more of the following:

- | | |
|-------------------------------|--------------------------|
| ✓ Birth certificate | <input type="checkbox"/> |
| ✓ Passport | <input type="checkbox"/> |
| ✓ Welfare or benefit document | <input type="checkbox"/> |
| ✓ Utility bill | <input type="checkbox"/> |
| ✓ Home Office letter | <input type="checkbox"/> |
| ✓ Current tenancy agreement | <input type="checkbox"/> |
| ✓ Bank statement | <input type="checkbox"/> |
| ✓ Payslip | <input type="checkbox"/> |

If you need this information in another format or language please contact us.

Please return to:

Private Rented Service Newcastle, 9th Floor, Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8QH.

Tel: 0191 277 1438 between 9 am and 12 noon Monday to Friday

Email: privaterentedservice@newcastle.gov.uk

Housing Application Form

Lead applicant

Name: _____

Current address: _____

Post code: _____

Current housing situation:

Council/ Private rented/ Housing association/ Living with family/ Owner occupier/
Hostel/ Sofa surfing/ Homeless actual

Principle reason for move:

Choice/ Eviction/ Asked to leave/ Relationship breakdown/ Crime & ASB/ Domestic
violence/Disrepair/ Mortgage repossession/ Disrepair/ Move on/ Overcrowding

Telephone No: _____

Email: _____

Date of birth: _____ / _____ / _____

National Insurance Number: _____

Income	Amount	Frequency
LHA/ HB		
UC		
JSA/ IS		
CTC		
CB		
WTC		
DLA/PIP		
ESA		

Wages		
Other:		

Lead applicant housing history (5 years)**Address 1:** _____

Start of tenancy ____ / ____ / ____ End of tenancy ____ / ____ / ____

Landlord name: _____

Landlord address: _____

Landlord tel/ email: _____

Reason for leaving: _____

Address 2: _____

Start of tenancy ____ / ____ / ____ End of tenancy ____ / ____ / ____

Landlord name: _____

Landlord address: _____

Landlord tel/ email: _____

Reason for leaving: _____

Address 3: _____

Start of tenancy ____ / ____ / ____ End of tenancy ____ / ____ / ____

Landlord name: _____

Landlord address: _____

Landlord tel/ email: _____

Reason for leaving: _____

Lead applicant support information

Do you have a support worker? [YES] [NO]

Name: _____

Organisation: _____

Contact details: _____

Name: _____

Organisation: _____

Contact details: _____

Are you doing any work for an employer? [YES] [NO]

Name: _____

Organisation: _____

Contact details: _____

Have you ever been convicted of a criminal offence*? [YES] [NO]

*Please be honest, failure to disclose any information could lead to being excluded from the scheme.

What was your last offence? _____

When was your last offence? _____

Any further notes

Joint applicant

Name: _____

Relationship to lead applicant: _____

Current address: _____

Post code: _____

Start of tenancy: _____ / _____ / _____

Telephone No: _____

Email: _____

Date of birth: _____ / _____ / _____

National Insurance Number: _____

Income	Amount	Frequency
LHA/ HB		
UC		
JSA/ IS		
CTC		
CB		
WTC		
DLA/PIP		
ESA		
Wages		
Other:		

Joint applicant housing history (5 years)

Same as lead [YES] [NO]

Address 1: _____

Start of tenancy ____ / ____ / ____ End of tenancy ____ / ____ / ____

Landlord name: _____

Landlord address: _____

Landlord tel/ email: _____

Reason for leaving: _____

Address 2: _____

Start of tenancy ____ / ____ / ____ End of tenancy ____ / ____ / ____

Landlord name: _____

Landlord address: _____

Landlord tel/ email: _____

Reason for leaving: _____

Address 3: _____

Start of tenancy ____ / ____ / ____ End of tenancy ____ / ____ / ____

Landlord name: _____

Landlord address: _____

Landlord tel/ email: _____

Reason for leaving: _____

Joint applicant support information

Do you have a support worker? [YES] [NO]

Name: _____

Organisation: _____

Contact details: _____

Name: _____

Organisation: _____

Contact details: _____

Are you doing any work for an employer? [YES] [NO]

Name: _____

Organisation: _____

Contact details: _____

Have you ever been convicted of a criminal offence*? [YES] [NO]

*Please be honest, failure to disclose any information could lead to being excluded from the scheme.

What was your last offence? _____

When was your last offence? _____

Any further notes

About the property

Property applied for: _____

Landlord name: _____

Landlord contact: _____

Who Else is Moving In?

Anyone over the age of 16 must complete their own application form (even where they have lived with the applicants)

	Name	DOB	Current Address	Relationship to applicant
1				
2				
3				
4				
5				

Do you have any pets? [YES] [NO]

If yes please state: _____

Consent Form

I understand that the Newcastle Private Rented Service will need to carry out enquiries concerning my and any other person living in the household's character, conduct of any previous tenancies or occupations of any property in the past.

I give my permission for the Newcastle Private Rented Service to obtain any relevant information about me and any other person living in my household from all relevant agencies.

I understand that relevant agencies may include, but are not limited to, any Police Force, previous landlords, Probation Service, Social Services and Education Departments of Local Authorities.

I understand that this information will be used for the sole purpose of assessing my housing application and will be held in the strictest confidence.

I understand that it is an offence to give false information or to withhold any information relevant to my application and to do so could make me liable for a monetary fine. I understand that should a tenancy be granted based on false or withheld information by me or anyone acting on my behalf, the partners will reserve the right to recover the possession of any property that has been allocated.

The information I have provided is correct and accurate. I understand that if I am granted a tenancy after either knowingly or recklessly providing misleading information my tenancy can be ended in this regard.

I agree that the summarised results of my reference checks will be passed on to any prospective landlords I choose.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Dated: _____

Dated: _____

Privacy Notice

General Statement

This Privacy Notice explains the Council's obligations to you in respect of your data. The Private Rented Service Newcastle (PRSN) provide advice and support to landlords and tenants in the Private Rented Sector on behalf of Newcastle City Council. The use of 'we' throughout this notice means the Council and the Private Rented Service Newcastle. We are committed to protecting the privacy and security of your personal information and have shared responsibility for processing your data.

This Privacy Notice describes how we collect and use information about you in relation to your tenancy in accordance with General Data Protection Regulations.

Legislation

We will only process your information or share your information with others when it is necessary:

- To effectively manage your tenancy
- To comply with the law and other regulations that affect us
- To protect the safety of yourself and others
- To carry out the work we are authorised to do in the public interest
- To protect your interests and those of PRSN.

If we need to process information about you and your tenancy for any reason other than those listed above, we will ask your permission to do so and record your consent.

How do we collect information about you?

We obtain information about you;

- When you register and complete the Client Application form.
- When you contact us
- From third parties when it relates to the management of your tenancy

Why is information recorded?

We keep records about you to enable us to manage your tenancy.

These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- Personal details about you, for example, name, address, date of birth
- Unique identifiers (such as your National Insurance number),
- Photographs or photographic ID
- Contacts we have had with you, for example, appointments & letters
- Notes and reports about your relevant circumstances
- Details and records about the service you have received
- Financial information
- Information from third parties to assist us in the management your tenancy

Who we are going to share your information with?

We may need to contact third party organisations to manage your tenancy. We will only share information which is relevant to the enquiry and is required for the organisation to identify you and/or other household members. Third party organisations can include, but are not limited to:

- Current and previous landlords
- Health professionals
- Support services
- Public authorities, for example The Department of Works and Pensions, the Police and the Probation service
- Financial organisations such as credit reference agencies, debt collection and tracing agencies
- Suppliers of services, for example utility companies

All our third parties are required to take appropriate security measures to protect your personal information in line with legal obligations. We do not allow our third parties to use your data for their own purposes. We only permit them to process your data in accordance with our direct instructions.

Security of your information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Retention

We will only retain your personal information for as long as is necessary to fulfil the purposes we collected it for and to meet our statutory and regulatory reporting requirements.

We will store and retain your information in line with the Councils retention policy. See <https://newcastle.gov.uk/your-council-and-democracy/open-data-and-access-to-information/data-protection/our-data-protection-policy> for more information.

What are my rights?

Data Protection laws give you the right;

- To be informed why, where and how we use your information.
- To ask for access to your information (commonly called a data subject access request)
- To ask for information to be corrected if inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.

- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one ICT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making).

You have the right to make a complaint if you have any concerns about the information we hold about you, or how we process it.

You can do this by contacting us at Private Rented Service Newcastle, PLACE Directorate, 9th Floor, Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8QH with details.

If you make a complaint and remain unhappy with the outcome, you can raise a concern with the Information Commissioner at ico.org.uk by contacting their helpline on 0303 123 1113.

Declaration

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice please contact the Fairer Housing Unit, PLACE Directorate, 9th Floor, Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8QH

I ----- (tenant) acknowledge that on ----- (date) I received a copy of the privacy notice and that I have read and understood it.

