



# Choose Well



**'A new way to get the home you want.'**

**Choice Base Letting  
Reference Form**

# Reference Form

All applicants to join Wellhouse Housing Register are required to provide a reference

Notes for Housing Applicant

- Please get this form completed by your referee and return it to us with your registration form  
If you have genuine difficulty getting the form completed, please contact us .
- Before giving this form to your referee, please complete the sections below and read the notes on page 2

**PLEASE NOTE WE WILL ONLY ACCEPT REFERENCES FROM PERSONS/ORGANISATIONS LISTED ON PAGE 2**

## Section 1—Applicant Details

To be completed by Applicant—before giving this form to your referee please complete the following section

	Applicant	Joint Applicant
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Tel Number	<input type="text"/>	<input type="text"/>

I am applying to join Wellhouse Housing Association—Choice Based Letting Scheme and I am required to provide a reference with my application.

Can you please complete this reference form and return it to me.

Signed

## **Guidance Notes**

**The reference can only be completed by the following**

- If you are currently a tenant—by your present landlord.
- If you are not a tenant now, but have been in the past—by your ex-landlord.
- If you are not a tenant and never have been—by any of the following
- A recognised member of the local community in which you live e.g. local councillor or a member of a local community group.
- A professional person with a knowledge of your household.
- Any support agency with whom you have been in contact.
- A current or former (last 5 years) employer.

References cannot be accepted from a family member or friend

If your application includes a joint applicant who lives separately from you a separate reference must be provided.

## **Notes for the Referee**

If you are a current or previous landlord please complete sections 2 only.

If you are not a current or previous landlord please complete section 3 only.

We prefer that all completed forms are returned to the applicant, however in exceptional circumstances the form may be returned directly to Wellhouse Housing Association.

If you have any queries in respect of this form, please contact us on 0141 781 1884

## Section 2—Tenancy Report

Landlords Name / Address	
Contact Name—Tel	
Address of Property Rented	
Date Tenancy Started	
Date Tenancy Ended	

**Has the tenant been subject to legal action (such as an NPRP or Court )with respect to the following::**

Anti-social behaviour

Non Payment of Rent or other charges

Current arrears—is an agreement being maintained?

In general was or has the tenancy been conducted in a s satisfactory manner

Are you aware of any medical condition or other factors that make current housing difficult to manage

If you have ticked any of the above ,can you please provide as much detail as possible.

## Section 3—Personal Reference

Please complete this section if you are providing a personal reference based on your knowledge of the applicant

Name of referee	
Address	
Position	
Tel No	
Email address	

Please tell us how you know the applicant, including the length of time you have known them

Please provide a written statement on the next page:

The purpose of this reference is to assist us in determining the suitability of the applicant in becoming a constructive and contributing member of our community.

We are keen to know what makes this person tick, what are their values do the volunteer in their community

## Personal Statement

## Section 4—Referees Details

Referees signature	
Date	
Contact Tel No	
Email Address	

Thank you for completing this form. Please return to the applicant or to Wellhouse Housing Association at the following address

**Wellhouse Housing Association  
the hub  
49 Wellhouse Crescent  
Wellhouse  
Glasgow  
G33 4LA**

