



# Landlord referral form

**CALL BEFORE YOU SERVE provides housing advice and assistance to landlords and tenants to help prevent homelessness at the earliest opportunity.**

You told us that your tenant may be at risk of becoming homeless. In order to help you and your tenant please complete the form below. This will allow us to form a basic assessment of how we will be able to help.

My tenant has agreed for me to make this referral. They have agreed for their contact details to be shared and would like to be contacted.

My tenant is not aware of this referral and has not agreed to be contacted.

I understand that I can withdraw my consent at any time by contacting New Forest District Council.

**Landlord details**

Full name			
Address (incl. postcode)			
Phone number		Email address	

**Referrers details**

Full name		Date of referral	
Address (incl. postcode)			
Phone number		Email address	
Applicable local authority			

**Tenants details**

Full name		Date of birth	
NI number		Nationality	
Address (incl. postcode)			
Phone number		Email address	

**Household details** (Only include individuals who currently reside with the tenant)

Full name		Relationship		Date of birth	
Full name		Relationship		Date of birth	
Briefly describe why the household is at risk of homelessness					

**Declaration**

**I understand the following:** You will use the information I have provided to help prevent my tenant from becoming homeless.

I agree for you to speak to my tenant and share information that will help my situation. You may check some of the information with other sources within the council, the rent service, other councils and government departments e.g. the DWP, Inland Revenue, Home Office and the Ministry of Housing, Communities and Local Government. You may also get information about me from certain other organisations, or give information about me to them to: **make sure the information is accurate; prevent or detect crime; and protect public funds.** These other organisations include government departments, other local authorities and private sector organisations such as banks and organisations that may assist with my case.

I understand that I can withdraw my consent at any time by contacting New Forest District Council.

If I provide information that is incorrect or incomplete, you or the applicable council may take action against me, including court action.

I declare that the information I have given on this form is correct and complete.

Date

**For CALL BEFORE YOU SERVE use only**

Date referral received		Date tenant contacted	
Appointment arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of appointment	

### Privacy notice

The use of your personal information will help New Forest District Council to prevent homelessness in accordance with sec.195b(2) of the Homelessness Reduction Act 2017. New Forest District Council will treat all information in confidence and in accordance with Data Protection Act 2018. For further details about how your information will be used, please visit [newforest.gov.uk/privacynotices](http://newforest.gov.uk/privacynotices). Alternatively, you can request a hard copy from the CALL BEFORE YOU SERVE team at NFDC, Appletree Court, Beaulieu Road, Lyndhurst. SO43 7PA / 023 8028 5222 / [cb4ys@nfdc.gov.uk](mailto:cb4ys@nfdc.gov.uk).