

**Checklist for referencing prospective tenants for rented properties**

**If returning this checklist by email (to [landlords@burnley.gov.uk](mailto:landlords@burnley.gov.uk)) please enter “Reference Request” in the subject field followed by the prospective property address.**

This checklist must be completed by all landlords or their agents who rent out properties within the licensing area, and must be produced upon request to any member of the Selective Licensing team. Any licensed landlords who breach the above licensing conditions could have their license revoked.

**Address of the property which the tenant has applied for:** \_\_\_\_\_

Questions to prospective tenant	Response
Name of prospective tenant Date of Birth	
I _____ ( <i>insert name of prospective tenant</i> ) consent to _____ ( <i>insert name of prospective landlord/agent</i> ) obtaining a tenancy check in relation to my application for a property. This may include contacting the Selective Licensing team for details in relation to conduct during previous tenancies within the Selective Licensing area, or information held by agencies in relation to anti-social behaviour.	Signed:  Dated:
Have you been known by any other name?	
Proof of ID	
Current address	
Proof of current address – current utility bill	
Name of current landlord	
Name of current managing agent	
Name of managing agent contact	

Address of current landlord		
Prospective last two addresses	1.	2.
How long did they live there?	1.	2.
Reason for leaving the property		
Address of the property which tenant has applied for		

When obtaining reference from current landlord	Response
<b>Questions</b>	
Confirm that the person you are speaking to is the landlord on the tenancy agreement.	Name & Address
Ask if they own the property or are they the agent?	
Are there any outstanding rent arrears at this property?	
Have there been any issues of anti-social behaviour reported to you by the neighbours, council officers, police or other landlords regarding the address, tenant or a member of the family that you are referencing?	
Did you have to take court proceedings? If yes, on what grounds?	
Was any damage caused at the property?	
Name of the person giving you this detail	

Address	
Telephone number	
<b>Checks to be made by landlord or agent after completing the form</b>	
Call at the property the prospective tenant (s) lives at	
Contact the licensing team for information, advice and referrals	