

# Annual Tenancy Verification Form



Lone Worker Check Completed? Yes  No  Date

Visit Accompanied? Yes  No

Account Check Completed? Yes  No  Balance £

1. Property Details	
Full Address <i>(Including Postcode)</i>	

2. Tenant Details	Lead Tenant	Joint Tenant
Title		
First Name		
Surname		
Date Of Birth		

3. Contact Details	Lead Tenant	Joint Tenant
Home Telephone		
Work Telephone		
Mobile		
Email		

4. Tenant Verification	Lead Tenant	Joint Tenant
I.D Provided:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type: (E.g. Passport, Uk Photo-card Driving Licence, EU National I.D Card. See I.D guidance Page.4)		

5. Employment:	Lead Tenant	Joint Tenant
Prefer not to say	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employed	<input type="checkbox"/>	<input type="checkbox"/>
Full Time	<input type="checkbox"/>	<input type="checkbox"/>
Part Time	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>
Retirement	<input type="checkbox"/>	<input type="checkbox"/>

**6. Additional Household Members:**

Name	Relationship	Date Of Birth

**7. Next Of Kin / Emergency Contact Details:**

Name	Address	Contact No:

**8. Internal Property Overview**

<b>Condition of property</b>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Follow Up <input type="checkbox"/>
Comments:				

**9. External Property Overview**

<b>Gardens/ Yard Condition</b>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Follow Up <input type="checkbox"/>
Comments:				

**10. Tenant**

	Confirmation Signature/s	Date
Signed Lead Tenant		
Signed Joint Tenant		

**11. Officer**

	Confirmation Signature/s	Date
Auditing Officer		
Officer Name (Printed)		

**12. Post Visit Review:**

	Safeguarding <input checked="" type="checkbox"/>	Tenancy <input checked="" type="checkbox"/>	Financial <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Follow Up Support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**13. Orchard UDC / I.T Systems Update Completed?**Yes No



## STAFF GUIDANCE ON TENANT IDENTIFICATION

There are 3 options for providing identity documents:

- Option One : 2 proofs from Group (A) ID List
- Option Two : 1 proof from Group (A) and 1 proof from Group (B) ID List
- Option Three : 3 proofs from Group (B) ID List

### Group (A) Photographic ID List

- Passport – any nationality
- UK Photocard, Driving Licence (Full or Provisional)
- EU National Identity Card
- HM Forces ID Card
- UK Firearms Licence

### Group (B) Non Photographic ID List

- Birth Certificate / Adoption Certificate
- Marriage Certificate/Civil Partnership Certificate
- Mail Order Catalogue Statement \* #
- Utility Bill \*# (inc. mobile phone contract/bill, Gas/Electric, Digi TV, Internet)
- Credit Card Statement \*#
- Insurance Certificate \*\*
- UK Council Tax Statement \*\*
- UK Connexions Card
- Letter from Support worker / Head Teacher \*
- Bank/Building Society Statement \*#
- UK NHS Card
- Benefit book/ statement / proof of benefits (Child Allowance/Pension)
- CRB Disclosure Certificate \*\*
- Vehicle Registration Document
- TV Licence \*\*
- UK Paper Driving Licence (non photocard)
- UK Court Claim Form \*\* (or other documentation issued by Court Services)
- Store Card Statement \*#
- UK P45/P60 Statement \*\*
- Exam Certificate e.g. GCSE, NVQ, O'level
- Addressed Payslip \*
- UK National Insurance Card
- Financial Statement\*\*
- Government document\*\*

### Group (C) Immigration Status ID List

- Leave to remain letter
- Passport
- EU Identity Card
- Workers Registration documentation
- Refugee documentation
- Sponsorship documentation

### I.D Documentation Key:

- \* Documentation should be less than 3 months old
- \*\* Documentation issued should be within the past 12 months
- # If the customer intends to use more than 1 document of this type, ensure that it is from a different organisation.

## Tenancy Verification Audits: Getting To Know Our Tenants Better

Leeds City Council's housing officers and partner operatives are required to carry out tenancy verification audits of all Council properties at least once every year. This includes the property in which you live. We are checking to ensure that the legal tenant is still living in the property and that sub-letting or any other activity that contravenes the Tenancy Agreement is not taking place.

When we visit you can raise any concerns with us or request information about the services we provide. You may wish to become involved with a local Tenants and Resident Group or take part in the next Estate Walkabout in your area.

### Why Are We Doing This?

- To check that the legal tenant is living at the property.
- To ensure tenants are complying with their tenancy agreement.
- To update information about tenants which may help with the future planning of services.
- To ensure we have accurate information about tenants, to better provide support when needed.
- To provide information on the services we provide.
- To ensure best and legal use of council homes.

### When We Visit:

When we visit your home we will respectfully ask you a range of questions and carry out a brief inspection of the inside and outside of your home. We will ask you for at least 2 forms of identity so that we have proof that you are the legal tenant of the property. We prefer documents with photos and the following are preferred:

- **Passport**
- **UK Photocard, Driving Licence (Full or Provisional)**
- **EU National Identity Card**
- **HM Forces ID Card**
- **UK Firearms Licence**

In addition proof that you live at the property, for example:

- **Utility Bill (Inc. mobile phone contract/bill, Gas/Electric, Digi TV, Internet)**
- **Credit Card Statement**
- **Insurance Certificate**
- **UK Council Tax Statement**

Additional advice on acceptable forms of identification can be provided by the visiting officer.

### Keeping Safe:

All of our staff and partner operatives carry ID cards to prove who they are. **Always** ask to see identification and never let anyone into your home who cannot prove who they are.

### Our Promise To You:

If you have any information about sub-letting, properties not being lived in or other activity that contravenes the Tenancy Agreement. Please share this with our visiting staff or contact one of our local housing offices. You can speak to us in confidence, your personal details will be kept confidential and not disclosed. We **will** investigate.