



Pre Tenancy Assessment

Address of property offered: _____

Postcode: _____

1. Your Details

	Your details	Partner/joint applicant's details
First name		
Last name		
Current address		
Telephone number		
Email address		
Date of birth		
NI number		
Disabilities		
Ethnic group e.g. White, Multiple Ethnic Group, Asian/Asian British, Black or Other		
Religion e.g. Muslim, Hindu, Christian etc		
Sexual identity e.g. Heterosexual, Gay, Bisexual		
Gender		

2. People Living With You

Please provide details of all other people who are going to be living in the new property. If an adult relative or other adult who is not your partner is going to live with you, there may be a non-dependent deduction if you are claiming housing benefit. Please speak to our Benefits and Money Advisors for advice if this affects you.

	Person 1	Person 2	Person 3	Person 4
First name				
Last name				
Date of birth				
Age				
Relationship to applicant e.g. son, daughter				
Employed/unemployed /in receipt of benefits				
Income	£	£	£	£

3. Affordability

It is important that you are able to afford the property you are being offered. This will help you keep your tenancy in the long term. Please complete your income and expenditure below.

You can use your current weekly outgoings for your bills as an estimate.

Income	Weekly	Fortnightly	Monthly
Wages			
Income support			
JSA			
ESA			
Pension			
Housing benefit			
Child benefit			
DLA/PIP/AA			

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Income	Weekly	Fortnightly	Monthly
Child benefit			
Child maintenance			
Child tax credit			
Working tax credit			
Universal Credit			
Any other income			
Total income - A	£	£	£

Expenditure	Weekly	Fortnightly	Monthly
Rent (for new property)			
Council tax			
Rent/council tax arrears			
Electricity			
Gas			
Water rates			
Debts including loans, credit/store cards, catalogues, court fines			
TV licence and subscriptions (e.g. SKY)			
Telephone/broadband			
Total Expenditure – B	£	£	£
A – B = amount available for all other expenses including food, clothing, car costs, school meals, toiletries etc	£	£	£
Do you feel that the rent is affordable?			
How will you pay your rent e.g. direct debit, standing order, cash, cheque, on-line with debit/credit card, housing benefit			

4. Preparing for Universal Credit

Please provide details of all other people who are going to be living in the new property. If an adult relative or other adult who is not your partner is going to live with you, there may be a non-dependent deduction if you are claiming housing benefit. Please speak to our Benefits and Money Advisors for advice if this affects you.

Have you heard of Universal Credit?	
Do you have a bank account?	
If yes, please say what type of account?	
Do you have any DD's set up currently e.g. for utilities, phone etc?	
Do you currently access the internet?	
If yes, how/where do you access internet?	
Are you confident in applying for Universal Credit on-line?	
Would you like help to apply on-line?	
Universal Credit payments will be paid monthly, would you like advice on budgeting?	
Housing costs will be included in the monthly payment of Universal Credit, how will you pay your rent to ateb group? e.g. direct debit, cash, standing order etc	

5. Advice & Support

Would you like advice and support from our Benefits and Money Advice team for any of the following?

Please tick:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Preparing for Universal Credit | <input type="checkbox"/> | Computer skills training | <input type="checkbox"/> |
| Applying for benefits | <input type="checkbox"/> | Getting on-line | <input type="checkbox"/> |
| Opening a bank account | <input type="checkbox"/> | Debt advice | <input type="checkbox"/> |
| Budgeting your money | <input type="checkbox"/> | Employment and training | <input type="checkbox"/> |
| Setting up a direct debit to pay your rent | <input type="checkbox"/> | | |

Continue...

If you are currently receiving support, please would you give details of your support needs and your support provider. This can include support with mental health, substance misuse, domestic abuse or any other support from agencies such as CAIS, Community Mental Health Team, PATH, CAB.

I confirm that the information provided is complete and correct:

Signed: _____ **Date:** ____ / ____ / ____

To be completed by CSA/Area Officer

Date completed pre-tenancy assessment received	
Outcome e.g. referral to Benefits and Money Advisors etc	

By ticking the below box I am allowing ateb to use my personal data to respond to this service request. My personal data will be securely held and used to fulfil the selected service request in accordance with the ateb privacy statement. Please refer to the ateb privacy statement to understand how we protect your personal data www.atebgroup.co.uk/privacy-cookie-policy. For personal data queries, data access requests, amends or removal please email mydata@atebgroup.co.uk

I agree for you to use my personal data