

Character Reference Request Form

If you cannot give us a landlord reference because you haven't had your own home you need to provide a character reference.

Please give this form to someone who has known you in a professional capacity for at least two years, some examples of people you can ask are:

Doctor, Midwife, Health visitor, Dentist
Social worker, Support worker
Teacher or tutor
Employer or supervisor
Police Officer, Probation Officer, Solicitor

Each character reference will be considered on its own merits.

Section 1 – For you to complete

Please put your details here so the person you have asked to provide a character reference knows who it is for:

	You	Your partner
Full name	<input type="text"/>	<input type="text"/>
Previous Name: (if you have one)	<input type="text"/>	<input type="text"/>
Your Address:	<input type="text"/>	
	Postcode: <input type="text"/>	

Where should the person return the completed form to:

Address you want this form sent to	<input type="text"/>
	Postcode: <input type="text"/>

Section 2 - For the Referee to complete:

1. Please describe how you know the person above:

2. How long you have known them?

Please turn over

3. Please state if and why you think the applicant would be suitable for a tenancy with Empowering People Inspiring Communities:

4. Is there any further information you would like to give in support of the applicant's request for housing? (If so, please state below):

5. Referee Details

I confirm that the details given in this reference are true and complete.

Name Date

Signature

Organisation (if applicable)

Telephone number /
E-mail address or
other contact details

Thank you for completing this form we appreciate you taking the time to help.

Can you please give it back to the person who asked you to fill it in so that they can return it to us, or alternatively you may return it to:

Empowering People Inspiring Communities
131-141 Ubberley Road
Bentilee
Stoke-on-Trent
Staffordshire
ST2 0EF

Telephone: 01782 252575
Fax: 01782 252571
E-mail: mailbox@epichousing.co.uk