

## Tenant Referencing

All landlords must obtain robust references for prospective tenants before they make a new tenancy agreement. Please note; this is a condition of your licence and should assist in reducing anti-social behaviour.

Landlords may be asked to produce upon request evidence as to how the references have been obtained. Examples of information you will need from a prospective tenant will include:

- Current and previous addresses with landlord details from last three years, if applicable.
- Contact details including full name and dates of birth.
- Details of other persons who will be living with the tenant.

Other checks you may want to make:

- Have they got written references from previous landlords or letting agents?
- Proof of employment.
- Whether or not they are a Local Housing Allowance (Housing Benefit) claimant?
- Proof of identification.

The Private Rented Service, 0191 277 1438, of Newcastle Council offers a vetting service requesting information from prospective tenants from various sources, and previous landlords.

National Landlord Organisations and landlords' service companies also offer tenant referencing and vetting services with various different checks including credit checks.