



MANCHESTER LANDLORD
INFORMATION SERVICE

MLIS
PO Box 87
Manchester
M11 4XG

Tel 0161 231 6184
Fax 0161 231 8248
Email mlis@manchester.gov.uk
Internet www.manchester.gov.uk/housing

PRE TENANCY CHECK FORM PRIVATE & CONFIDENTIAL

Manchester City Council has set up the Manchester Landlord Information Service (MLIS). MLIS is a partnership between Manchester Council, Housing Associations and private sector landlords and is a free service for landlords and residents in North and East Manchester. The purpose of the Information Service is to provide participating landlords with a system for

verifying the references given by people seeking accommodation in North and East Manchester.

When you apply for a home, a participating landlord will supply you with this form and a leaflet giving more information about MLIS. You must also read Section 7 before you sign.

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

SECTION 1 About you

Title Mr/Mrs/Miss	Aliases
First name(s)	Date of birth
Middle name	National Insurance number
Surname	Your current telephone number
Maiden name	

SECTION 2 Where you will live

Please give us the address of the property you are applying for:

Address _____

Postcode _____

Please give us the name and telephone number of the Landlord (or Housing Officer where applicable):

Landlord's name _____
Housing Officer _____
Telephone _____

SECTION 3 Where you have lived before

Please give us details of your homes for the last five years. Starting with your current or most recent address first. If any of these properties are rented please give your landlord's name and contact details.

1 Address _____

Postcode _____
Landlord's name _____
Landlord's address _____

Postcode _____
Landlord's telephone _____
Tenancy start date _____ End date _____
Reasons for ending the tenancy _____

2 Address _____

Postcode _____
Landlord's name _____
Landlord's address _____

Postcode _____
Landlord's telephone _____
Tenancy start date _____ End date _____
Reasons for ending the tenancy _____

If you have lived at more than 2 addresses please list them in SECTION 8.

Please tell us about any gaps between the homes you have told us about.

SECTION 4 The people moving with you

Please tell us about other people moving with you. This includes any partner, children, relatives or friends.

Please include the National Insurance number of any person moving with you age 16 and over.

1 First name(s) _____
Surname _____
Date of birth _____
National Insurance number _____

2 First name(s) _____
Surname _____
Date of birth _____
National Insurance number _____
3 First name(s) _____
Surname _____
Date of birth _____
National Insurance number _____

If there are more people moving with you please list them in SECTION 8.

SECTION 5

Please use this space to tell us about any other information you think may help us process your application for accommodation. (For example you might tell us about any previous arrears you are paying off)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

SECTION 6 Your declaration

Have you ever been legally evicted from rented property or had action taken against you for rent arrears?

YES NO If YES please give us details

Do you currently have any rent arrears with any former landlord or owe debts that you are aware of?

YES NO If YES please give us details

Have you ever had action taken against you for harassment or nuisance?

YES NO If YES please give us details

Have you ever abandoned a property?

YES NO If YES please give us details

SECTION 7 Your consent

Important - this section must be completed in order to avoid any delays in processing your application.

I have been provided with a copy of the MLIS Leaflet and understand its contents.

I authorise MLIS and its Partners to do the following to process my application

- A** To seek references in support of my application from any of my previous landlords. YES NO
I understand this may involve contacting any of the landlords listed in section 3.
- B** To consult the Rehousing Review List as held by Manchester City Council; YES NO
please note the consultation will only involve the verifying of addresses.
- C** To allow the Manchester Landlord Information Service and your prospective landlord YES NO
to process any of the above information and to update MLIS with information about any subsequent tenancy.

IMPORTANT – PLEASE READ THIS SECTION BEFORE YOU SIGN

What will happen if I give my consent?

If you agree to give your consent your previous tenancy history will be shared in accordance with the permissions you have indicated above.

Please note this information will only be passed to participating landlords. These include Manchester City Council, Housing Associations and private landlords who adhere to MLIS standards.

Any information will be stored and collated in accordance with the Data Protection Act 1998, no disclosure of this information will be made except in accordance with the law.

We have asked that you provide your National Insurance number. You do not have to provide this information however it will help with the speed in which we can deal with your application as it assists MLIS to verify the information you have provided.

You will automatically receive a copy of any information sent to your prospective landlord.

MLIS will help to verify your previous tenancy history. If there have been any unresolved issues between you and a previous landlord MLIS may identify them.

What will happen if I do not give my consent?

The prospective landlord will consider your application. However, they may not be able to obtain references to verify your tenancy history as they will not be able to ask MLIS for information. This may affect their decision to offer you a tenancy and you should understand that the landlord you have applied to may decide to refuse your application as a result.

Signed _____ Date _____

SECTION 8 Additional information

Please use this section if you need extra space to answer Sections 3 and 4.

Please use these spaces if you have lived at more than two addresses in the last five years.
(To continue answering SECTION 3)

3 Address _____

 Postcode _____
 Landlord's name _____
 Landlord's address _____

 Postcode _____
 Landlord's telephone _____
 Tenancy start date _____ End date _____
 Reasons for ending the tenancy _____

5 Address _____

 Postcode _____
 Landlord's name _____
 Landlord's address _____

 Postcode _____
 Landlord's telephone _____
 Tenancy start date _____ End date _____
 Reasons for ending the tenancy _____

4 Address _____

 Postcode _____
 Landlord's name _____
 Landlord's address _____

 Postcode _____
 Landlord's telephone _____
 Tenancy start date _____ End date _____
 Reasons for ending the tenancy _____

6 Address _____

 Postcode _____
 Landlord's name _____
 Landlord's address _____

 Postcode _____
 Landlord's telephone _____
 Tenancy start date _____ End date _____
 Reasons for ending the tenancy _____

Please use these spaces if more than three people are moving in with you. (To continue answering SECTION 4)

4 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

8 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

5 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

9 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

6 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

10 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

7 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____

11 Surname _____
 First name(s) _____
 Date of birth _____
 National Insurance number _____