**Referral Risk Assessment**

**NAME OF REFERRAL ORGANISATION/AGENCY:**

**AGENCY ADDRESS:**

**COUNTY:**

**TELEPHONE NO:**

**SIGNATURE:**

This form should be completed by the person making the referral, such as a Key Worker or Social Worker, in consultation with the applicant for tenancy support. All fields must be completed in full. If the answer to any question is ‘yes,’ full details must be provided. If additional space is needed, continue on a separate sheet.

**1. REFERRER DETAILS**

**NAME OF PERSON COMPLETING REFERRAL:**

**TOWN/CITY:**

**POSTCODE:**

**EMAIL ADDRESS:**

**DATE:**

**DOES THE APPLICANT HAVE ANY SUPPORT NEEDS?**
☐ YES ☐ NO
(If no, Tate Housing may not be able to accept the referral, as we provide supported housing services only.)

**IDENTIFY THE APPLICANT'S PRIMARY AND SECONDARY NEEDS**
☐ Risk of Homelessness
☐ Rough Sleeper
☐ Offending Behaviour
☐ Substance Misuse
☐ Mental Health
☐ Young Person
☐ Care Leaver
☐ Refugee Status

**2. APPLICANT DETAILS**

**NAME OF APPLICANT:**

**ANY OTHER NAMES APPLICANT HAS USED:**

**CURRENT ADDRESS OF APPLICANT:**

**TOWN/CITY:**

**COUNTY: POSTCODE:**

**TELEPHONE NO:**

**EMAIL ADDRESS:**

**DATE OF BIRTH (DD/MM/YYYY):**

**NATIONAL INSURANCE NO:**

**NATIONALITY:**

**LANGUAGES SPOKEN:**

**REASON FOR APPLICANT BEING HOMELESS:**

**INCOME TYPE & AMOUNT (£):**

**HOW OFTEN RECEIVED:**

**IS THE APPLICANT RECEIVING HOUSING BENEFIT?**
☐ YES ☐ NO

**NEXT OF KIN DETAILS**

**NAME:**

**ADDRESS:**

**TOWN/CITY: POSTCODE:**

**TELEPHONE NO:**

**RELATIONSHIP:**

**3. RISK ASSESSMENT**

**Has the applicant ever been responsible for a tenancy/licence agreement?**
☐ YES ☐ NO
If yes, provide details:

**Has the applicant ever been evicted from a property?**
☐ YES ☐ NO
If yes, provide details:

**Does the applicant have any rent arrears?**
☐ YES ☐ NO
If yes, provide details:

**Does the applicant have any mental health needs?**
☐ YES ☐ NO
If yes, provide details including involvement with mental health services:

**Does the applicant misuse substances such as alcohol or drugs?**
☐ YES ☐ NO
If yes, provide details:

**Is the applicant on any medication?**
☐ YES ☐ NO
If yes, provide details:

**Does the applicant have a learning disability?**
☐ YES ☐ NO
If yes, provide details:

**Does the applicant have any criminal convictions?**
☐ YES ☐ NO
If yes, provide details:

**Are there any other agencies involved with the applicant?**
☐ YES ☐ NO
If yes, provide details:

**4. GDPR PRIVACY NOTICE**

Tate Housing collects personal data in line with our Data Protection Policy (TH-POL-017). The data collected includes but is not limited to personal identifiers, financial information, and risk-related details. This information is required to assess the applicant’s eligibility for our services. We may share relevant data with statutory agencies or partners where legally required. Personal data is stored securely and retained only for as long as necessary. For more information, refer to Tate Housing’s Data Protection Policy (TH-POL-017).

**5. EQUAL OPPORTUNITIES MONITORING**

**GENDER:**
☐ Male ☐ Female ☐ Non-Binary ☐ Prefer not to say

**RELIGION/FAITH:**
☐ None ☐ Christian ☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ Other ☐ Prefer not to say

**ETHNIC GROUP:**
☐ White British ☐ White Irish ☐ White Other ☐ Mixed Ethnicity ☐ Asian British ☐ Black British ☐ Other ☐ Prefer not to say

**6. DECLARATION**

I confirm that the information contained in this referral form is accurate and consent to its use for assessment and risk processing.

**APPLICANT SIGNATURE:**

**DATE:**

**7. INTERNAL USE ONLY (TO BE COMPLETED BY TATE HOUSING STAFF)**

**Is the referral from a recognised source?**
☐ YES ☐ NO

**Does the applicant meet the minimum three areas of support needs?**
☐ YES ☐ NO

**Decision on Referral:**
☐ ACCEPTED ☐ REFUSED
If refused, state reasons:

**MANAGER’S SIGNATURE:**

**DATE:**

**ALLOCATED ADDRESS:**

**AGREED TENANCY START DATE:**

**For further information, contact Tate Housing at:**
**Email:** enquiries@tatehousing.co.uk
**Address:** 37 Radcliffe Road, West Bridgford, Nottingham, England, NG2 5FF