

Character Reference Form

Name of applicant(s): _____

Address of applicant(s): _____

Application Number: _____

This form is issued by Chorley Community Housing in order to obtain a character reference in support of an application for housing.

If you are asked to complete this form you must have known the person(s) you are completing it for and have had regular contact with them over the past 2 years. **(Please note that we are unable to accept character references from family members or friends).**

Have you known the applicant for 2 years or more? Yes No

** If No, you cannot complete this form as a referee*

How do you know the applicant?

Current employer Former employer Statutory agency

Current teacher/lecturer Former teacher/lecturer Voluntary agency

Neighbour Other (please state) _____

(The neighbour must be a Local Authority or Housing Association tenant)

How long have you known the applicant?

In what capacity have you known the applicant?

Please state if and why you think the applicant would be suitable for a tenancy with Chorley Community Housing:

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

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

Name of referee: _____

Address of referee: _____

Telephone Number: _____

Signed: _____

Date: _____

Please note that we will contact the referee to confirm that the references have been written by them. References will not be accepted unless the full contact details for the referee have been provided and the form has been signed and dated by the referee.

Please return the completed form to:

Chorley Community Housing
Lettings team
24 – 26 Gillibrand Street
CHORLEY
Lancashire
PR7 2EJ

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 414900 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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