**Appendix 3.3 :** Risk of Homelessness – Referral Checklist

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| **Area** | **Detailed prompts** |
| **Accommodation** | * What type of tenancy does the family hold? * Have there ever been any concerns or complaints raised about the tenant by the landlord? i.e. anti-social behaviour, neighbour disagreements, rent arrears? * Has the tenant’s landlord ever raised any issues about ending the tenancy? Was this withdrawn/what action was taken? * If the property is a private sector tenancy, what is the level of the rent? Is this above the Local Housing Allowance rate for the number of people in the family and for the local area? |
| **Finances** | * Does the tenant have, or have they ever had a pattern of rent arrears that continues to increase? * Has the tenant been set up on a repayment plan(s) but repeatedly failed to keep up with the plan? * Has the tenant received repeated court summons/requests in relation to rent arrears? |
| **Benefits** | * Has the ‘benefit cap’ effected or lowered any of the tenant’s benefits? If so by how much? * What is the tenant doing to address any benefit reduction or limit? |
| **Risk of homelessness** | * Is the family facing homelessness in the next 56 days? * Has a referral to a housing authority been made under the ‘duty to refer’ requirement? * Are the family likely to be deemed intentionally homeless? * If the family are found intentionally homeless, what are the family’s accommodation plans when the housing authority withdraws the accommodation? * Is the accommodation option that the family have identified likely to be sustainable? i.e. cost, stability, health/safety, impact on any existing tenant/tenancy? |
| **Previous support** | * Has the family had multiple support via the district/borough council/housing association through housing support plans/personal housing plans? * Have there been concerns with the family’s engagement with previous support provided? |
| **Other areas of concern** | * Does the family have other issues additional to housing such as:   + Mental and physical health problems   + Domestic abuse   + School related concerns – such as a child not attending school   + Parenting concerns   + Alcohol, drug or substance misuse   + Parental conflict   + Gambling and financial concerns * Are there safeguarding/child protection concerns? |