

Housing Officer and Customer sign-up checklist

Title	First Name	Surname
Address:		
Telephone No:		
Email Address:		

1	Housing Options have provided me with a copy of my Personal Housing Plan and I have checked it and I can confirm it is correct and up to date.					
2	My Tenancy Agreement has been fully explained to me, I've received a copy which includes my full name, is signed by myself, and witnessed by a Brighton and Hove Housing Officer.					
3	Where appropriate I've received a full explanation of any additional services and equipment linked to the accommodation i.e; <ul style="list-style-type: none"> • Support Services • Services and Equipment • Security Systems/Fire Safety 					
4	I have been informed of my full rent charges, including any service charges. <ul style="list-style-type: none"> • Rent payable • Service Charges Payable 					
5	A Housing and Council Tax Benefit application form has been completed and all information and proofs have been provided.					
6	(Seaside Homes Tenants only) If you are claiming or have ever claimed Universal Credit you have been advised to apply for the Housing element of Universal Credit.					
7	The following methods and frequency of rental payments are available: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Method:</th> <th style="width: 50%;">Frequency</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>	Method:	Frequency			
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	<p>Information about paying your rent including making payments can be found on the Council Website: https://www.brighton-hove.gov.uk/housing/council-housing/pay-your-rent-if-you-live-emergency-temporary-or-seaside-homes-accommodation or by calling the Credit Control Team on 01273 294400, option 3, option 2</p>									
8	<p>ALL DOCUMENTS PROVIDED AS LISTED: I've received a copy of the Electrical Periodic Test Sheet, Energy Performance Certificate and the Gas /Safety Check appointment time frame, the gas certificate will be left at the property on the TSD.</p> <p>I've been advised on how to find out the service provider for my utilities and have been given the contact details.</p>									
9	How to Rent checklist has been provided (Seaside Homes Tenants Only)									
10	Information on how to request a re-commission/safety check of gas and electric has been provided where appropriate.									
11	I have been provided with evidence that the smoke alarm/s and carbon monoxide alarm are in working order.									
12	<p>I have received a copy of the lettable standard checklist and an explanation of the repairs policy and procedures.</p> <p>I have been advised of my obligation under the 'Tenancy Agreement' regarding any damage caused to the property or fixtures and that I will be recharged for any remedial work. A number of the common causes of damage by new tenants are detailed below;</p> <ul style="list-style-type: none"> • Prolonged use of steam strippers causing damage to the plaster. • Insufficient heating and ventilation causing condensation and mould. • Water damage to floors, ceiling and walls due to their inadequate protection while bathing. 									
13	I have been advised to contact all utility services, including Water, Gas and Electricity, with the correct meter readings for my new and last property. (Where gas and electric has been transferred to Brighton and Hove City Council, preferred supplier the tenant MUST still register their details).									
14	I have been advised to make my own arrangements for Homes Contents Insurance.									

15	I have received at least one full set of keys to my new home as entered on the Tenancy Agreement.	
16	I have received a Tenancy Information pack.	
17	I have been given details of my Housing officer and been advised to report any additional repairs within the first two weeks of my tenancy.	
18	I have completed a Relinquishment Form to terminate tenancy (C) part 2 or a Notice of Termination of tenancy (A) in order to give 1 weeks notice to end my current tenancy (applicable only to transfer tenants).	
19	An appointment has been made for a Housing Officer to call at my home to carry out a Post Sign up visit. Date Time	
20	I understand that having pets at my property without prior written consent from Brighton & Hove City Council is a breach of section 1.39 of my tenancy agreement. I understand that getting a pet without this consent could lead to eviction action being taken against me.	
21	I have been given permission to have a pet at my property.	Type of Pet No. of pets

The questions below are to ensure that Seaside Homes is compliant with its charitable objects. Please tick all that apply:

Under what legislation is BHCC accommodating you? Eg: part 7 Housing Act 1996-homelessness duty	BHCC to complete:
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Tenant to complete questions below:							
Do you have a physical disability?		Please indicate your age:	16-24		55-64		
Are you on welfare benefits?			25-34		65-74		
Do you have mental health support needs?			35-44		75+		
Do you have a serious illness?			45-54				

Equalities Monitoring (OPTIONAL)			
Ethnicity/Race (eg: White British, Black British, Black African etc)		Sexuality (eg: straight, gay, bi-sexual etc)	
Gender (eg: male, female, non-binary etc)		Religion or belief:	
Are you pregnant or on maternity leave?			

I understand that a copy of this form will be shared with Seaside Homes as your Landlord

Signature: **Name Printed**

Date:

