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**Private Sector Housing Team**

**REFERRAL FORM**

**If you are the tenant, please do not complete this form – complete the tenant referral form instead**

Please complete ALL the information required on this form and return it to:

Private Sector Housing Team, London Borough of Richmond upon Thames,

Civic Centre, 44 York Street, Twickenham TW1 3BZ

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| **About you** |
| Name: |
| Address: |
| Telephone number: Email address:  |
| Your relationship to the property you are reporting (neighbour, near resident, relative etc) |
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| Names of occupants (if known): |
| How long have they lived at this address (if known): |
|  |

**\*Circle correct answer**

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| **About the household:** |

|  |  |  |
| --- | --- | --- |
| Is anyone in the household over 60? | **\*Yes** | **\*No** |
| Do they regularly have visitors over 60? | **\*Yes** | **\*No** |
| Are there children living at the property? | **\*Yes** | **\*No** |
| Do they regularly have children visiting you at the property? | **\*Yes** | **\*No** |

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| **About the managing agent (if known):** |
| Name of managing agent: |
| Address: |
| Telephone no: | Email: |
| Name of contact person: |

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| **About the landlord (if known):** |
| Name of landlord: |
| Address: |
| Telephone no: | Email: |

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| **Is the problem about any of the following? Delete those which do not apply****Damp and Mould Pests  Drainage  Electricity  Gas** **Some other problem (give details below)** |
| **Please give details about the problems you are experiencing:****How long has it been a problem?****What part of the property does it affect? Please attach measurements or photos if possible** |

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| **Who did you inform about your problems?**  |
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| **When did you inform them? (dates if known)** |
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| **How did you inform them?****(eg: letter, email, telephone, text message) Please enclose copies of any correspondence you have sent regarding your problems.** |
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| **What was their response?**  |
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| **Signed:** | **Date:** |

**Please Note:**

**We are required by law to inform occupiers before an officer can inspect their home.**