**Passport to Housing Pre-Assessment Form**

Passport to Housing is a free and confidential service Curo offers to people bidding for a new home with Bath & North East Somerset (B&NES).

It’s designed to help people prepare for a successful tenancy and plan for the expense of moving.

Debt is often a barrier to customers moving or thriving in their new home so needs to be managed, Passport to Housing can help you do this.

Completing Passport to Housing doesn’t influence your position on the waiting list, it does however, increase the likelihood of a successful tenancy.

Curo’s ‘New Customer Advisors’ will make 3 attempts to contact new referrals, if this is unsuccessful the referral will be returned.

**Customer’s wanting to engage with this service must satisfy the following questions, if the answer is ‘No’, please delay the referral until ready:**

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| --- |
| **Questions:** |
| The customer must be registered with ‘B&NES’ Homesearch |
| The customer needs to be in Band A or B with Homesearch (Band C is acceptable if in the AMOS scheme). Otherwise refer to a free debt advice service as we cannot prioritise Band C. |
| The customer is agreeable for Curo to access their bank statements and open banking for the financial assessment if need be. |
| The customer understands the Passport to Housing process. |
| The customer is willing and prepared to engage with the service; attend appointments, and work to complete their individual action plan. |

**Curo Passport to Housing Referral Form**

All information must be completed below and returned to:   
[**passporttohousing@curo-group.co.uk**](mailto:passporttohousing@curo-group.co.uk)

Please be aware a credit check will be carried out prior to appointment.

|  |  |
| --- | --- |
| **Name:**  **Telephone No: Email:**  **D.O.B:** | **Current status:** (delete as appropriate) Working/Unemployed/ Retired  **Dependents:** Yes/No (if yes how many) |
| **Current Address:** (Add previous address if been at current for less than 2 years) | |
| **Homesearch Number:** | **Homesearch Banding:** |

**I give my permission for** (agency/Curo):

to forward my details to Curo Passport to Housing Team and understand my

information is covered under the Data Protection Act 2018.

Name and contact number of individual making referral:

Do you require feedback regarding this referral: (Delete as appropriate) Y / N

Brief summary of reason for referral:

(Debt advice, Budgeting, Moving Costs, Benefit Maximisation, Rent Up Front)

Any other information; Risk? Criminal Charges? Adjustments?

**Best time to contact:** Morning / Afternoon

**Best contact method:** Text / Phone / Email / Letter

**Signed: Date:**

**Print Name:**