|  |  |
| --- | --- |
| **TENANT – POSSESSION DUTY DESK QUESTIONNAIRE** | **R date:****S date:** |
| **Name:** | Date of birth: |
| **Address:** | Disability | Y | N | U/N |
| Ethnicity: |
| NINO: |
| **Cohabitants, dates of birth and relationship:** |  |
| **Landlord:** |
| **Tenancy type:** | Secure | **** | Demoted | **** | Notes |
| Introductory | **** | Family intervention | **** |
| Non-secure | **** | License | **** |
| Assured | **** | Shorthold | **** |
| **Benefits/income** | IS/JSA/PCG | **** | Working | **** | Notes |
| EESA | **** | Self-employed | **** |
| PIP/DLA/AA | **** | Full-time | **** |
| WTC/CTC | **** | Part-time | **** |
| CB | **** | Zero hours | **** |
| UC | **** | Furlough | **** |
| **Rent:** | Housing benefit/element | Shortfall |
| **Arrears:** As at notice | As at particulars of claim | Current |
| **Notice received** |  |  |  |  |  |  |  |  |  |
| NOSP | **** | Yes | **** | Date served |
| NTQ | **** | No | **** |
| NRP | **** | Unknown | **** | Date expired |
| NOPP | **** | Grounds |  |
| **Date proceedings issued** | **Any agreements made** |
| **Health problems/COVID-19 effects (health and financial)** |
| **Disrepair/housing conditions/other issue** |
| **OUTCOME** |
| Adjourned generally | **** | Date by which to restore: | Adjourned on terms | **** | Dismissed | **** |
| Adjourned to first open date | **** | Date for possession: | Suspended possession order | **** | Postponed possession order | **** |
| Outright possession order | **** |  | TermsCurrent rent plus£ per week/month | First payment: |
| Judgment for arrears£ | Costs£ | And thereafter: |