|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | **** |  | | | Terms  Current rent plus  £  per week/month | | | | First payment: | | | |
| Judgment for arrears  £ | | | Costs  £ | | | And thereafter: | | | |