

Renfrewshire Council
Housing Advice and Homeless Services
Prevention Team
Abercorn Street Service
15 Abercorn Street
Paisley
PA3 4AA

Name and address of
Landlord/Creditor

NOTIFICATION OF INTENT TO COMMENCE COURT PROCEEDINGS FOR RECOVERY OF POSSESSION

Tenant's name:

Full Postal Address (including Postcode):

In accordance with Section 11 of the Homelessness etc. (Scotland) Act 2003, we write to inform you that it is our intention to commence court proceedings against the person named above for repossession of the property which they currently occupy due to outstanding rent/mortgage and arrears.

I can provide the following information to enable you to provide this household with advice and support.

FAMILY COMPOSITION

<u>TENANT(S) NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>	<u>KNOWN VULNERABILITY</u>	<u>OTHER AGENCY INVOLVEMENT</u>
(name of tenant/occupier)				(i.e. Social Work)
(Name of joint tenant/occupier if applicable)				
	(i.e. son/daughter etc)			

CONTACT PHONE NUMBER (IF KNOWN):

ARREARS AMOUNT: £

(RSL USE ONLY) WAS HOUSEHOLD PREVIOUSLY HOUSED VIA SECTION 5 REFERRAL:
 YES/NO

I have also completed and attached your health and safety risk assessment form.

Yours sincerely

RENFREWSHIRE COUNCIL
HEALTH AND SAFETY/RISK ASSESSMENT

Tenant's name:

Address:

HOUSEHOLD MEMBER	DOES THIS PERSON HAVE A KNOWN HISTORY OF VIOLENCE TOWARDS STAFF/OTHER MEMBERS OF THE PUBLIC (Answer Y or N)	DOES THIS PERSON HAVE ANY KNOWN HEALTH ISSUES WHICH POSE A RISK TO OTHERS (Answer Y or N)	DOES THIS PERSON HAVE A KNOWN HISTORY OF ISSUES TOWARDS OTHERS DUE TO RACE/GENDER/SEXUAL ORIENTATION(Answer Y or N)	IS THIS PERSON A KNOWN REGISTERED SEX OFFENDER (Answer Y or N)
TENANT				
PARTNER				
OTHER ADULT(S) IN HOUSEHOLD				

In the event of answering yes to any of the above questions, what is the most appropriate course of action for field staff dealing with this client/household?

- Office Interview Only
- Male staff only
- Female staff only
- Joint visit*

*Please specify if joint visit is with another agency