
Guidance Notes for Personal Conduct and Financial References

Any person wishing to join Dudley MBC's housing register will be required to provide two references, one conduct and one financial to support their application and encourage sustainable tenancies. Dudley MBC tenants / joint tenants are exempt as references are obtained from their Income and Housing Managers.

For Waiting List applicants, these references will be requested by the Applications Team when they process your application to join the housing register.

References will not normally be accepted from family members and if supplying 2 references they should be from 2 different people.

Conduct references

A conduct reference is required so that we can consider suitability to conduct a satisfactory tenancy. This could be provided by a former Landlord, Employer, Teacher, Trainer or Lecturer. It could also be from a Local Councillor, a Committee member from a Social or Interests club, you may have done voluntary or part time work, lived in a hostel, supported living centre or have a Support Worker for drug, alcohol or mental health issues.

Financial references

A financial reference enables us to consider your ability to pay rent and manage costs surrounding having your own tenancy. If you are a current tenant, then one of your references would need to be from your Landlord.

Other preferences for this reference would be your Bank, Credit Union, another financial service provider or a former Landlord; however, we recognise that this is not always possible so we will consider looking at your three most recent and consecutive Bank account statements.

If neither of these is available, then we will require you to complete an Income and Expenditure form. This form is available as a PDF document for you to download and print at:

www.dudley.gov.uk/resident/housing/council-housing/applying-for-a-council-home/

The form is also available from Dudley Council Plus, Castle Street, Dudley. Brierley Hill, Halesowen or Stourbridge Libraries. Alternatively, you can contact **0300 555 2345**. You will be required to provide proof of all your income and regular spending.