



**INITIAL ACCOMMODATION REFERRAL FORM**

**Part 1 - INITIAL REQUEST**

Port Ref (or HO Ref)	<input type="text"/>	Date of entry to UK	<input type="text"/>
AS Ref	<input type="text"/>	Date claimed UK Asylum	<input type="text"/>
Your Ref	<input type="text"/>	Date ASF1 submitted	<input type="text"/>
Family Name	<input type="text"/>		D o B <input type="text"/>
Other names	<input type="text"/>		Gender <input type="text"/>
Nationality	<input type="text"/>	First language	<input type="text"/>

**Dependant(s):**

	Family Name	Other names	M / F	DoB
1st Dep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Dep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Dep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Dep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5th Dep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Customer contact details:**

Do they speak English

**Customer current location:**

Postcode:

**Transport to I.A is:**

Pickup address if different from current location:

Postcode:

Any medical or special circumstances affecting accommodation needs:

Any Safeguarding Issues or Concerns Raised:

Medication:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Referred By:**

Print name   
 Organisation   
 Your Tel. No.

Signature   
 Your Fax No.   
 Date

**Part 1b - HOME OFFICE USE ONLY -- AUTHORISATION OF INITIAL ACCOMMODATION/TRANSPORT**

The above household is authorised into Initial Accommodation.

Start date:  End date:   
 Booked with:  Initial Accommodation Address:

IA is authorised on condition that the applicant accesses the accommodation on the start date. Otherwise this authorisation will lapse and the customer must make a new request to access Initial Accommodation.

Print name   
 Team / Unit

Fax No.

Tel. No.

Date

**This form is invalid for authorisation if not sent from a Home Office address**



Port Ref (or HO Ref if no Port Ref)

Asylum Support Ref ( NASS Ref )

Your Ref

**Part 2 - ACCOMMODATION DETAILS**

Customer's current/most recent address:		Date moved in:	
		If moved out, date and circumstances:	

**Has money ever been charged or paid for this, and/or has there ever been a rental agreement? N**

If Yes, one of:	A. Hotel/hostel accommodation? Name and phone number for establishment (mandatory)	
	B. Landlord or his family lives in same property? Name and phone number of landlord (mandatory)	
	C. Landlord non-resident?. Name, address and phone number of landlord (if known)	

and:	What is the customer's accommodation? Self-contained house / flat / room in shared property / other (specify)	
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and:	Any unusual features (e.g. paid for by third party; student let; holiday let - elaborate)	
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If No:	Whose accommodation is it? Name and phone number of host (mandatory)	
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and:	Does host live in same property? If not, where?	
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and:	Any unusual circumstances (elaborate)?	
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All cases:	Why does customer think they have to leave? Asked to leave / other (elaborate)	
	Asked to leave	

If asked to leave:	By whom?	Verbal / written notice?	Date notice issued
	Date notice expires	Reason(s) asked to leave	
	Any further info (e.g. court order/bailiff's notice applied for/granted)?		

Supporting documents (e.g. tenancy agreement, written notice etc) to be provided where available

## Annex - Former Address Details 1 & 2

Former Address 1:		Date moved in:
		Date moved out:

**Was money ever charged or paid for this, and/or was there a rental agreement? N**

<b>If Yes, one of:</b>	A. Hotel/hostel accommodation? Name (mandatory) and phone number (if known)
	B. Landlord or his family lived in same property? Name and phone number of landlord (if known)
	C. Landlord non-resident?. Name, address and phone number of landlord (if known)

<b>and:</b>	What was the customer's accommodation? Self-contained house / flat / room in shared property / other (specify)
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<b>and:</b>	Any unusual features (e.g. paid for by third party; student let; holiday let - elaborate)
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<b>If No:</b>	Whose accommodation was it? Name (mandatory) and phone number (if known)
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<b>and:</b>	Did host live in same property? If not, where?
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<b>and:</b>	Any unusual circumstances (elaborate)?
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<b>All cases:</b>	Why did customer leave?
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<b>All cases:</b>	
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Former Address 2:		Date moved in:
		Date moved out:

**Was money ever charged or paid for this, and/or was there a rental agreement? N**

<b>If Yes, one of:</b>	A. Hotel/hostel accommodation? Name (mandatory) and phone number (if known)
	B. Landlord or his family lived in same property? Name and phone number of landlord (if known)
	C. Landlord non-resident?. Name, address and phone number of landlord (if known)

<b>and:</b>	What was the customer's accommodation? Self-contained house / flat / room in shared property / other (specify)
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<b>and:</b>	Any unusual features (e.g. paid for by third party; student let; holiday let - elaborate)
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<b>If No:</b>	Whose accommodation was it? Name (mandatory) and phone number (if known)
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<b>and:</b>	Did host live in same property? If not, where?
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<b>and:</b>	Any unusual circumstances (elaborate)?
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<b>All cases:</b>	Why did customer leave?
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<b>All cases:</b>	
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### Annex - Former Address Details 3 & 4

Former Address 3:		Date moved in:
		Date moved out:

**Was money ever charged or paid for this, and/or was there a rental agreement? Y/N**

<b>If Yes, one of:</b>	A. Hotel/hostel accommodation? Name (mandatory) and phone number (if known)
	B. Landlord or his family lived in same property? Name and phone number of landlord (if known)
	C. Landlord non-resident?. Name, address and phone number of landlord (if known)

<b>and:</b>	What was the customer's accommodation? Self-contained house / flat / room in shared property / other (specify)
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<b>and:</b>	Any unusual features (e.g. paid for by third party; student let; holiday let - elaborate)
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<b>If No:</b>	Whose accommodation was it? Name (mandatory) and phone number (if known)
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<b>and:</b>	Did host live in same property? If not, where?
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<b>and:</b>	Any unusual circumstances (elaborate)?
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<b>All cases:</b>	Why did customer leave?
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Former Address 4:		Date moved in:
		Date moved out:

**Was money ever charged or paid for this, and/or was there a rental agreement? Y/N**

<b>If Yes, one of:</b>	A. Hotel/hostel accommodation? Name (mandatory) and phone number (if known)
	B. Landlord or his family lived in same property? Name and phone number of landlord (if known)
	C. Landlord non-resident?. Name, address and phone number of landlord (if known)

<b>and:</b>	What was the customer's accommodation? Self-contained house / flat / room in shared property / other (specify)
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<b>and:</b>	Any unusual features (e.g. paid for by third party; student let; holiday let - elaborate)
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<b>If No:</b>	Whose accommodation was it? Name (mandatory) and phone number (if known)
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<b>and:</b>	Did host live in same property? If not, where?
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<b>and:</b>	Any unusual circumstances (elaborate)?
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<b>All cases:</b>	Why did customer leave?
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### Part 3 - FINANCIAL CIRCUMSTANCES

<b>Visa applicants.</b> If customer held a UK visa, what finance was declared in the visa application?	No Visa / Yes (provide details)
<b>Property.</b> Does the customer or any of the dependants own any property, land or businesses in the UK or overseas?	No / Yes (provide details)
<b>Physical funds.</b> Does the customer or any of the dependants hold any cash or currency? Please provide details/amount.	No / Yes (provide details) £0
<b>Banking.</b> How does the customer bank?	N/A
<b>Financial accounts.</b> Does the customer or any of the dependants (including children) have any bank or other financial accounts here in the UK or overseas (e.g. in their country of origin)? Please supply at least last six months' bank statements. Old bank statements will not be acceptable. Mini-statements will be accepted at this stage, but full statements must be submitted with the ASF1. If full statements are not provided please advise of account details and explain why statements are unavailable. List all accounts where multiple accounts held	
<b>Benefits.</b> Have customer or any dependants ever received any benefits, tax credits, child benefit, housing benefit etc? Please state which benefit and how much and how it is paid. Please advise if the benefit is continuing or will be ceased. Evidence of this must be submitted with the ASF1	No
<b>National Insurance.</b> Does the customer have a NI number? Please provide details. N.B. If customer has ever worked or received benefits in the UK then there should be a NI number	No
<b>Work.</b> If the applicant has worked please provide last employment details and payslips, including any relevant P60 or P45. If multiple jobs held recently/concurrently please list all	No
<b>Vehicles.</b> Does the applicant own a car or any other form of transport? Please provide registration document and any associated insurance or finance documents.	No
<b>Support since arrival.</b> How has the customer been financially supported since entering the UK (if not clear from above)? What level of support was provided and by whom? Please provide any supporting evidence/documents.	
Please provide any other information you think might be relevant to this application.	

#### Declaration to be read to customer and his consent and acceptance confirmed

I confirm that the information I have given is correct and complete. I understand that I could be prosecuted if I give false information. I understand and consent for UK Visas & Immigration to make any relevant enquiries to check that my family and I are entitled to help. I understand that further details explaining this are available on the UKVI pages of the gov.uk website. I, and my dependants, also agree to a search being undertaken with Experian, who may check the details I supply against any particulars on any database (public or otherwise) to which they have access. They may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained.

**Customer acceptance confirmed**

Yes