

DEBT TRIAGE FORM**DATE:****TIME:****WORKER:** ON SYSTEM**Enquiry from** An Organisation An Individual**Enquiry by** Phone Email/Fax/Letter Drop In Streetwise Appt. Outreach Appt. Outreach Contact Court Duty Other**Heard about us from** Leaflet Directory Internet Passing by Other (what) Referred by:- Signposted by:-**Enquiry Dealt with by** Information One off Advice Advice to Org. Casework by Phone Case taken on Appointment made Referred to:- Signposted to:-**Details****Time:****Date:****Venue:****Did Client attend?** Yes No Not Known**Follow Up after missed appointment: -****Caller gave permission to keep personal data for one year.** Yes No**Details of Caller****Contact Name****Address****Postcode****Borough** Male Female**Age Band** Under 16 16-19 20-25 26-59 60+ Not Known**D.O.B:****Age:****Details of Person requiring Advice if different****Name:****Relationship to caller:**

Address

Same as caller

Postcode

Borough Sutton

 Male Female**Age:**

Tel	OK to call here?	Tel	OK to call here?
Email/Fax		Email/Fax	

Debt Problem		Description of Problem	
<input type="checkbox"/> Priority		<input type="checkbox"/> Non-Priority	
<input type="checkbox"/> Rent/Mortgage Arrears <input type="checkbox"/> Council Tax Arrears <input type="checkbox"/> Gas Debt <input type="checkbox"/> Electricity Debt <input type="checkbox"/> Welfare Benefits Debts <input type="checkbox"/> Secured loan	<input type="checkbox"/> County Court Judgment <input type="checkbox"/> Magistrates Court Fines <input type="checkbox"/> TV licence <input type="checkbox"/> Child Maintenance <input type="checkbox"/>	<input type="checkbox"/> Hire purchase or logbook loan <input type="checkbox"/> Administration orders/Time orders <input type="checkbox"/> Bankruptcy/ DRO <input type="checkbox"/> Other (what)	<input type="checkbox"/> Credit Card <input type="checkbox"/> Loan <input type="checkbox"/> Bank Overdraft <input type="checkbox"/> Catalogue Debt <input type="checkbox"/> Gas Debt <input type="checkbox"/> Electricity Debt <input type="checkbox"/> Mobile phone debt <input type="checkbox"/> Water arrears <input type="checkbox"/> Payday loans <input type="checkbox"/> Penalty charge notices <input type="checkbox"/> Student finance debts

Details Debt/ Money Matter Enquiry

Key Date?

Name of Creditor	Amount	Type of Debt	Level of Recovery/ Comments

Emergency Issues:

Additional Details (optional): –		Family Status / Details of Dependants or Carer
Emp/Education Status	Housing Status	Single Married / Co-habiting / Civil Partnership Separated but legally married Divorced / Civil Partnership dissolved Others (please specify:

<p>Details of income/savings</p> <p>Assets/Savings:</p> <p>Benefit check:</p>	<p>Ethnic Group</p> <p><input type="checkbox"/> White (British)</p> <p><input type="checkbox"/> White (Irish)</p> <p><input type="checkbox"/> White (Other)</p> <p><input type="checkbox"/> Black (Caribbean)</p> <p><input type="checkbox"/> Mixed (White & Asian)</p> <p><input type="checkbox"/> Mixed (Other)</p> <p><input type="checkbox"/> Asian (Indian)</p> <p><input type="checkbox"/> Asian (Pakistani)</p> <p><input type="checkbox"/> Black (African)</p> <p><input type="checkbox"/> Black (Other)</p> <p><input type="checkbox"/> Mixed (White & Caribbean)</p> <p><input type="checkbox"/> Mixed (White & African)</p> <p><input type="checkbox"/> Asian (Bangladeshi)</p> <p><input type="checkbox"/> Asian (Other)</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Prefer not to say</p>	<p>Disability</p> <p><input type="checkbox"/> Not considered disabled</p> <p><input type="checkbox"/> Physical Impairment</p> <p><input type="checkbox"/> Sensory Impairment</p> <p><input type="checkbox"/> Learning Disability/Difficulty</p> <p><input type="checkbox"/> Mental Health condition</p> <p><input type="checkbox"/> Cognitive Impairment</p> <p><input type="checkbox"/> Long standing illness or health condition</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Prefer not to say</p>	<p>Is an interpreter needed?</p> <p>Language</p> <p>Papers Client advised to bring: -</p> <p>Proof of income</p> <p>Debts Documents with references and addresses</p> <p>Details of any special needs</p>
<p>Appointment Offered?</p> <p>Date & Time of Appointment</p>	<p>Health Condition</p> <p>Any disability?</p>		