



## TENANTS HOUSEHOLD UPDATE

### 1. YOUR DETAILS

Tenant Name: <i>At commencement of tenancy</i>			
Tenant Number:		Your National Insurance Number:	
Tenant Name: <i>If different from above – Please provide proof of name change ie deed poll.</i>			
Address:			
Telephone:		Number of people living in property:	
Email:			
Mobile:		Number of bedrooms:	

### 2. DETAILS OF PERSON(S) who resided at the premises at commencement of tenancy

Please complete on separate sheet of paper if necessary

Name:					
Date of Birth:		Relationship to tenant:		National Insurance Number: <i>If over 18</i>	
Name:					
Date of Birth:		Relationship to tenant:		National Insurance Number: <i>If over 18</i>	
Name:					
Date of Birth:		Relationship to tenant:		National Insurance Number: <i>If over 18</i>	
Name:					
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Name:					
Date of Birth:		Relationship to tenant:		National Insurance Number: <i>If over 18</i>	

### 3. NEXT OF KIN Someone who knows you and can be contacted in an emergency

Name:			
Address:			
Relationship to you:			
Telephone:		Mobile:	



## TENANTS HOUSEHOLD UPDATE continued

### 4. EMPLOYMENT

Are you and/or your partner currently employed:		You: <input type="checkbox"/> YES <input type="checkbox"/> NO	Your Partner: <input type="checkbox"/> YES <input type="checkbox"/> NO
Your Employer's Name:		Partners Employer's Name:	
Your Employer's Address:		Partners Employer's Address:	
Telephone:		Telephone:	
Email:		Email:	

### 5. BENEFITS

Are you or any members of your household on Welfare Benefits? If YES, who & what benefits - please complete below.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Income Support <input type="checkbox"/> YES <input type="checkbox"/> NO	Date benefit commenced:	
Job Seekers Allowance <input type="checkbox"/> YES <input type="checkbox"/> NO	Date benefit commenced:	
Housing Benefits <input type="checkbox"/> YES <input type="checkbox"/> NO	Date benefit commenced:	
Other: <i>Please state</i>	Date benefit commenced:	
Other: <i>Please state</i>	Date benefit commenced:	

### 6. DETAILS OF PERSON(S) MOVED IN OR OUT. *Please indicate*

If any child is born since your tenancy started, please provide their birth certificate.

Name:		Date: in <input type="checkbox"/> out <input type="checkbox"/>	
Date of Birth:	Relationship to tenant:	National Insurance Number: <i>If over 18</i>	
Name:		Date: in <input type="checkbox"/> out <input type="checkbox"/>	
Date of Birth:	Relationship to tenant:	National Insurance Number: <i>If over 18</i>	
Name:		Date: in <input type="checkbox"/> out <input type="checkbox"/>	
Date of Birth:	Relationship to tenant:	National Insurance Number: <i>If over 18</i>	

### 7. DECLARATION

Must be signed in cases of joint tenancies

Tenant Signature:		2nd Tenant Signature:	
Date:		Date:	

In order to ensure that we are aware of **any changes** within the household it is essential that you inform us immediately of any changes to your circumstances.

It is also relevant, if you are in receipt of any welfare benefits, to ensure that you contact the necessary departments and update them of any changes.

#### Changes within your circumstances are things such as:

- You or your family members start employment
- You or family members are no longer students
- A child member within your family becomes 18 years old
- Change of employment
- Change of status – i.e. / getting married, having a child...
- Change of GP (only if you are requesting a transfer on medical grounds)

**This is not an exhaustive list...**