

## **Succession to Tenancy Request**

Garage Address:								
Tel No Day:		Evening:_		Mo	Mobile No:			
Date of Death:			Certificate Nur	nber:				
Name of person requesting succession to tenancy:								
Relationship to late tenant:								
Type of Property:								
House Fla	at Ma	isonette	Bungalow		Sheltered	Bedsit		
Number of bedrooms:								
	1	2	3	4				
Date the person requesting the tenancy moved into the property:								
Details of all residents of the property including the person requesting the tenancy:								
Name		Date of t	oirth		Relationship	to tenant		



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I confirm that the information above is correct, and I would like to apply for succession to the tenancy of the above-mentioned property under the Housing Act 1985					
I understand that if I am qualified to succeed to the tenancy, this is not a new tenancy, but I am inheriting the rights and obligation of the previous tenancy.					
Signature:	Date:				

Harlow Council understands that your privacy is important to you. The details you provide on this form will be kept private and confidential. However, as part of your tenancy agreement and in order to validate your application it may be necessary to share personal information with the Department of Work and Pensions, Housing associations, utility companies and Harlow Council's Council Tax and Housing Benefit section. In order to ensure that repairs are carried out to the rented property it may be necessary, in very limited and specific circumstances, to share personal information with Kier Harlow and other contractors working on behalf of Harlow Council. Also Harlow Council may be required by law to share information with the NHS, GP's and Social Services to safeguard children's and vulnerable adult's welfare.

Harlow Council is under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The Audit Commission currently requires us to participate in a data matching exercise to assist in the prevention and detection of fraud. Further information about the data matching exercise is available on Harlow Council's website at <a href="https://www.harlow.gov.uk/dme">www.harlow.gov.uk/dme</a>