

APPLICATION FOR NAME CHANGE

PART A

Name of existing tenant(s): _____

Address: _____

Tel No Day: _____ Evening: _____ Mobile No: _____

National Insurance No: _____

Date moved into existing property: _____

| | | | |
|-------------------|--------------------------|------------|--------------------------|
| Type of property: | | | |
| House | <input type="checkbox"/> | Flat | <input type="checkbox"/> |
| Sheltered | <input type="checkbox"/> | Maisonette | <input type="checkbox"/> |
| Bungalow | <input type="checkbox"/> | Bedsit | <input type="checkbox"/> |

| | |
|--------------------------|------------------------------------------------------|
| Do you rent a garage: | |
| Yes | <input type="checkbox"/> No <input type="checkbox"/> |
| Address of garage: _____ | |

Details of EVERYONE living at the address:

| Name | Date of birth | Relationship to tenant |
|------|---------------|------------------------|
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PART B

Name to be changed to: _____

Reason for change: _____

Supporting evidence must be submitted with this application – i.e Marriage Certificate, Deed Poll, Birth Certificate etc.

Declaration

I declare that to the best of my knowledge the information given in this form is correct and complete. I request that the Housing Department's records are changed to show my new name

Original Name: _____

Original Signature: _____

New Name: _____

New Signature: _____

Dated: _____

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 www.harlow.gov.uk/data-matching