



EAST RENFREWSHIRE COUNCIL

HOUSING APPLICATION AMENDMENT FORM

FOR OFFICIAL USE ONLY – DO NOT COMPLETE

Name of applicant(s):	
Waiting list ref number:	
Priority Pass awarded:	
Processed by:	
Date processed:	

If you need help to complete this application, you can contact us on the details below:

Phone: 0141 577 3723 or 0141 577 3726

Part 1: PERSONAL DETAILS

	Applicant	Joint applicant
Title:		
Surname:		
Forename:		
Telephone: (Home)		
Telephone: (Mobile)		
Email address:		
Housing Application reference number		

Part 2: CHANGE OF NAME

Original name:	
New name:	
Reason for change:	
Date of change:	

Part 3: CHANGE OF ADDRESS

New address: (including post code)	
Date of entry:	
House type:	
Floor level:	

How many bedrooms are in your current accommodation?			
How many of these are double?		How many of these are single?	

How many bedrooms do just you and your household have sole use of?			
How many of these are double?		How many of these are single?	

Which of the following best describes your housing circumstances?	
East Renfrewshire Council tenant	I am a lodger
Local Authority tenant	I am living with Friends/relatives
Housing Association tenant	I am in HM forces
Private tenant	I am in tied accommodation
Owner Occupier	I am homeless

Part 4: CHANGE IN FAMILY COMPOSITION

Please give details of anyone to be added to your application:

Name	Date of birth	Gender	How are they related to you?	Are they to be made joint applicants?

Please give details of anyone to be removed from your application:

Name	Date of birth	Gender	How are they related to you?

Data Protection Act 2018

The information you supply on this form will be used by East Renfrewshire Council to assess your entitlement and priority for Council housing. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information as its processing is necessary for the performance of a task carried out in the public interest in the exercise of official authority vested in us. The information will be shared with other Council Departments, HSCP, other social landlords and local authorities to provide this service and to protect public funds by preventing fraud. Your information may also be shared with bodies responsible for auditing or administering public funds, public sector agencies, governmental departments and other private companies, principally contractors providing services on our behalf and contractors providing IT systems on which housing information is held.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to <http://www.eastrenfrewshire.gov.uk/housing-service-standards>.

If you have provided anyone else's details on this form please make sure that you have told them that you have given their information to East Renfrewshire Council. We will only use this information to assess your own entitlement to this service. If they want any more information on how we will use their information they can visit our web site at <http://www.eastrenfrewshire.gov.uk/housing-service-standards>

Declaration

I declare that to the best of my knowledge and belief that the information given on this document is true and complete and I consent to the making of enquiries as may be necessary.

Signed by applicant:		Date:	
Signed by joint applicant: (if applicable)		Date:	