



Updated: September 2011

Reference No:

Persons Leaving the Household Housing Application Amendment Form

This form allows you to change details of your housing application relating to your current household. Please complete this form if someone leaves your household or dies.

Please make sure you fill this form in with ink and in **BLOCK CAPITALS**.

If you need help to fill in this form contact us on 0300 1234566.

For office use only:

Form received by:	
Form checked by:	
Date:	
Supporting Documents:	

Personal details

Name		Reference No:	
Permanent address			
Correspondence address			
Phone number			

1. If you wish to remove any people from your housing application please give their details below:

Surname	First Name	Sex M/F	Date of birth			National Insurance Number	Relationship to you

2. Please confirm the date that the above person(s) left your household:

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3. If a member of your household has died please confirm:

Name	Date of birth	Date of death

- Please provide a certified copy of the death certificate for our records

4. Please provide a forwarding address (if applicable) for the person leaving your household

5. You can use the space below to give us any additional information.

PLEASE REMEMBER TO READ AND SIGN THE DECLARATION ON THE NEXT PAGE

6. Declaration

- I can confirm that all my answers on this form are true. I understand that if I am offered a tenancy because of false or misleading information that I have given, the landlord has the right to take legal action to get the property back, and also I may face prosecution. I understand that if I deliberately give false or misleading information my application will be cancelled and also I may face prosecution.
- I give you my permission to check the information I have given in this form or obtain further relevant details in relation to my housing circumstances. The Moray Council may seek references from present or previous landlords (if any) when processing my application.
- I understand that the information provided in this form will be covered by the Data Protection Act 1998 and you will not pass it on to others without my permission.
- I agree that the Moray Council may process, use and disclose any information given on this form for statistical information on housing needs.
- I understand that I must inform the Housing and Property Service immediately if my circumstances or address change as this may affect my application for housing. **(Failure to inform the Housing and Property Service of any changes may result in you missing out on an offer of accommodation or your application being removed from our housing list).**

Your signature	<input type="text"/>	Date	<input type="text"/>
Joint applicant's signature (if any)	<input type="text"/>	Date	<input type="text"/>

Once completed please return this form to:

**Housing and Property
The Moray Council
PO Box 6760
Elgin
IV30 9BX**

For housing staff use only:

Actioned by	<input type="text"/>	Checked by	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>