**Tenant Contact Details**

**Data Check and Preferred Communication Form**

April 2025

To ensure that the information that we hold on your Tenant File is up to date, tenants are asked to keep us regularly updated on current contact information so that arrangements for repairs and maintenance can operate more smoothly.

|  |  |
| --- | --- |
| **Address:**  |  |
| **Tenant**  | **Joint Tenant** |
| **Title:** |  | **Title:** |  |
| **Name:** |  | **Name:** |  |
| **DoB:** |  | **DoB:** |  |
| **Email:** |  | **Email:** |  |
| **Tick the preferred Tel. number for passing on to Repairs Contractors:** | **🗸** | **Tick the preferred Tel. number for passing on to Repairs Contractors:** | **🗸** |
| **Mobile Tel:** |  |  | **Mobile Tel:** |  |  |
| **Home Tel:** |  |  | **Home Tel:** |  |  |
| **Work Tel:** |  |  | **Work Tel:** |  |  |
| **Email:** |  |  | **Email:** |  |  |

**OTHER HOUSEHOLD MEMBERS AGED 16YRS AND OVER**

**Private Residential Tenancy - Section 12**: If a person aged 16 or over (who is not a Joint Tenant) occupies the Let Property with the Tenant as that person’s only or principal home, the Tenant must tell the Landlord in writing that person’s name, and relationship to the Tenant)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Date of Birth (optional)** | **Relationship to Tenant or Joint Tenant** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OTHER HOUSEHOLD MEMBERS AGED UNDER 16YRS**

Please check that the details we have regarding dependents under 16 years of age is correct (Provision of this information is not a requirement of your Private Residential Tenancy Agreement)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Date of Birth (optional)** | **Relationship to Tenant or Joint Tenant** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please return this form to The Trust Office, or 10 Gannochy Avenue letter box. Or by email to admin@gannochytrust.org.uk

All data is held in accordance with our Privacy Statement, a copy of which is available on our website [www.gannochytrust.org.uk](http://www.gannochytrust.org.uk)