



Consent for a person to act on behalf of a Tenant, Leaseholder or Applicant

Without your consent, Solihull Community Housing can only discuss or release personal information relating to a tenant/ leaseholder or applicant with the named person on the account, unless there is a safeguarding concern (in this instance the person seeking the information would need to provide the appropriate proof/ documentation to advise that they are legally approved to receive information i.e Police, Childrens Services).

If you wish for someone to act on your behalf to discuss housing related or leaseholder matters you must ensure we have your permission to do this.

Where a tenant/ leaseholder or applicant does not have mental capacity to provide this authorisation; Power of Attorney or supporting information from Adult Social Care should be provided (this will not be required for requesting Repairs, Aids & Adaptations or ASB reporting).

To give consent for someone to act on your behalf you should complete the form below. It is your responsibility to ensure this consent is kept up to date. If there are any changes, you should notify us immediately. You have the right to withdraw consent at any time.

A new consent form should be completed every 12 months or if you change address. It is your responsibility to ensure consent information is kept up to date.

Please be aware our team still hold the right to refuse to release information if they do not think it is appropriate to do so.

Name of tenant(s) /Leaseholder(s) or applicant (s):	
I /we hereby give consent for the person named below to act on my behalf and discuss my personal information as indicated below.	
Full Address (inc postcode):	
Name of person allowed to act on my /our behalf:	
Relationship to you:	
Full Address of person allowed to act on my/our behalf (business if appropriate):	

Discuss rent or leaseholder account information including balances outstanding / arrangements to pay arrears	Yes/No Additional Comments:
Request repairs / make repair enquires:	Yes/No Additional Comments:
Report & discuss incidents of Anti-Social Behaviour	Yes/No Additional Comments:
Discuss application for housing or homelessness:	Yes/No Additional Comments:
Other (please specify)	Yes/No Additional Comments:

Signature(s) of tenant /leaseholder or applicant:

Date:

Signature of person acting on behalf of tenant:

Date: