



**NEW WORLD
HOUSING
ASSOCIATION LTD**

An Exempt Charity

TENANTS HOUSEHOLD UPDATE

1

Name :.....(Tenant) At commencement of tenancy.

Your National Insurance Number:.....

Name :.....(Tenant) If different from above – (Please provide proof of name change ie deed poll.)

Address:.....

.....

.....

Tel: Mobile:..... Email:.....

Number of people living in property:.....

2 (Details of person(s) who resided at the premises at commencement of Tenancy)

			NI No (If over 18)
Name:.....	D.O.B:.....	Relationship To tenant.....
Name:.....	D.O.B:.....	Relationship To tenant.....
Name:.....	D.O.B:.....	Relationship To tenant.....
Name:.....	D.O.B:.....	Relationship To tenant.....
Name:.....	D.O.B:.....	Relationship To tenant.....

Please complete on separate sheet of paper if necessary

3 Next of kin. (Someone who knows you and can be contacted in an emergency)

Name:.....

Address:.....

.....

Relationship to you.

Telephone Number..... Mobile:

4 Are you and/or your partner currently employed? Yes/No

Your Employers Name:.....Partners Employers Name.....

Your Employers Address: Partners Employers Address:

.....
.....
.....
.....
.....

Telephone No:..... Tel No:.....
Email:..... Email:.....

5 Are you or any members of your household on Welfare Benefits? Yes/No
If yes who & what benefits?

Income Support Yes/No Date benefit commenced:.....
Job Seekers Allowance Yes/No Date benefit commenced.....
Housing Benefits Yes/No Date benefit commenced.....

Others- Please state.

6 (Details of Person(s) moved in or out, if any child is born since your tenancy started, please provide birth their certificate)

	Relationship	Date in/out	NI
Name:..... D.O.B:..... To tenant.....			
Name:..... D.O.B:..... To tenant.....	Relationship		
Name:..... D.O.B:..... To tenant.....	Relationship		

Signature of tenant..... **Signature of 2nd Tenant**.....

Date:..... **Date:**.....
(Must be signed in cases of joint tenancies)

In order to ensure that we are aware of any changes within the household it is essential that you inform us immediately of any changes to your circumstances.

It is also relevant, if you are in receipt of any welfare benefits, to ensure that you contact the necessary departments and update them of any changes.

Changes within your circumstances are things such as,

- You or your family members start employments.
- You or family members are no longer students
- A Child member within you family becomes 18 years old.
- Change of employment.
- Change of status – i.e. / getting married, having a child.....
- Change of GP (only if you are requesting a transfer on medical grounds)

This is not an exhaustive list.