

Tenancy Information

1. Address and Tenancy start date

Property address		
10 GROVEFELL TOWER LANCASTER WEST ESTATE LONDON W21 1T9.		
Type of Tenancy (tick box)	Introductory fixed term 2 years	
	Introductory fixed term 5 years	<input checked="" type="checkbox"/>
	Secure fixed term 2 years	
	Secure fixed term 5 years	
	Secure	
Tenancy start date	15/08/16	
Date of sign up	9/08/16	
CORE form must be completed (tick to confirm this has been done)		
<input checked="" type="checkbox"/>		

2. New tenant's personal details

First name	MAHBOUBEH	
Surname	JAMALVATAN	
Date of birth	[REDACTED]	
NI number	[REDACTED]	
Contact numbers	Home:	[REDACTED]
	Work:	[REDACTED]
Emergency Contact (relationship to tenant)	Mobile:	[REDACTED]
	SAJAO. (SAJAO)	
List 2 forms of ID provided and take photocopies for file.	[REDACTED]	
Photograph taken?	[REDACTED]	

3. Family Members

Name	Date of Birth	Detail ID provided and take photocopies for file.
SAAHIL JAMALVATAN	[REDACTED]	[REDACTED]
SAJAO JAMALVATAN	[REDACTED]	[REDACTED]

Does the tenant or anyone in the household have additional support needs? Please specify and give details of agency and contacts in place.

[REDACTED]

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4. Previous address

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Termination of tenancy form completed	Yes	No	<input checked="" type="checkbox"/> n/a
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5. Tenancy Information

Explain the terms of the Introductory and Fixed Term tenancy. Provide the tenant with the leaflet.	<input checked="" type="checkbox"/>
For introductory tenants: Serve the section 137a notice and explain the appeals process.	<input checked="" type="checkbox"/>
For tenants without introductory period: Serve the section 107a notice and explain the appeals process.	<input checked="" type="checkbox"/>
Advise that you will be arranging to visit the tenant at home in 6 weeks time.	<input checked="" type="checkbox"/>

6. Paying the Rent

Has a Housing Benefit claim being made?	
Is the tenant in employment?	
Direct debit form completed?	
Paying Rent leaflet given	
Welfare Benefits leaflet given	
Does the tenant have a bank account?	

7. Neighbourhood Management

You and Your Neighbours Booklet given	<input checked="" type="checkbox"/>
Does the tenant have a pet? If so give pet permission form and responsible dog owner agreement.	No
Does the tenant have a car? If so give parking leaflet	No
Insurance information leaflet given?	

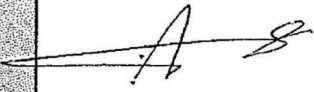

8. TMO Membership

Have the benefits of becoming a TMO member been explained to the tenant?	Yes
Has the tenant signed the membership application form?	<input checked="" type="checkbox"/>

9. Contact details

Name of Neighbourhood Officer	JAN JONES
Contact telephone number	[REDACTED]
Neighbourhood Office	LANCASTER WEST ESTATE
Name of Estate Services Assistant	Paul Steadman
Rent Income Officer	Deon Wilks

10. Confirmation that all information has been explained

Tenant Signature	
Neighbourhood Officer Signature	
Date	9/28/15