



**Tenancy Information**

**1. Address and Tenancy start date**

Property address	
5 Grenfell Tower, Lancaster West Estate, London W11 1T9	
Type of Tenancy (tick box)	Introductory fixed term 2 years
	Introductory fixed term 5 years
	Secure fixed term 2 years
	Secure fixed term 5 years
	Secure
Tenancy start date	10th October 2016
Date of sign up	4th October 2016
CORE form must be completed (tick to confirm this has been done)	<input checked="" type="checkbox"/>

**2. New tenant's personal details**

First name	ROSE
Surname	LEWIS
Date of birth	[REDACTED]
NI number	[REDACTED]
Contact numbers	Home: _____ Mobile: _____ Work: _____
Emergency Contact (relationship to tenant)	Adina Lewis - Daughter [REDACTED]
List 2 forms of ID provided and take photocopies for file.	Passport & property (photos) ID.
Photograph taken?	

**3. Family Members**

Name	Date of Birth	Detail ID provided and take photocopies for file.
Theodore Charles	[REDACTED]	Driving Licence

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

[REDACTED]

--

#### 4. Previous address

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

#### 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.	
For tenants without introductory period: Serve the section 107a notice and explain the appeals process.	
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	yes
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?	yes

#### 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?	yes

9. Contact details

Name of Neighbourhood Officer	Millicent Williams
Contact telephone number	
Neighbourhood Office	Lanc West
Name of Estate Services Assistant	
Rent Income Officer	

10. Confirmation that all information has been explained

Tenant Signature	R Lewis
Neighbourhood Officer Signature	[Signature]
Date	04/10/16