

**Succession Application Form**

Answer every question honestly, and in as much detail as you can. You will be asked to provide proof of all of the information you provide.

It is a criminal offence to provide false or misleading information, or withhold relevant information, that leads to the granting of a tenancy.

**If you need help with or advice about this application, details of free advice is available from Tower Hamlets Council on 0207 364 500**

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| **Your name** |  |
| **Your date of birth** |  |
| **Your national insurance no.** |  |
| **Email address** |  |
| **Telephone number** |  |

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| **About the tenancy you are applying to succeed to** | | | |
| **Address** |  | | |
| **Name of deceased tenant** |  | | |
|  |  | | |
| **Your relationship to tenant** |  | | |
| **Number of bedrooms in property** |  | **Type of property** | Flat / House / Maisonette |
| **Floor level** |  | **Adaptations** | Y / N |
| **Date of Death** |  | **Death certificate provided** | Y / N |

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| **Your current address** |  |
| **When did you move to this address?** |  |
| **Interest in property**  (e.g. tenant, owner, lodger) |  |

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| --- | --- | --- | --- |
| **Other addresses you have lived at covering the last three years, or have a legal interest in:** | | | |
| **address (including post code)** | **date moved in** | **date**  **moved out** | **interest in property (e.g. tenant, owner, lodger)** |
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| **other people who live with you:** | | | | |
| **Name** | **date of birth** | **National Insurance no (if applicable)** | **gender** | **relationship to you** |
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# Please not Poplar HARCA will require the following documents to process your applicaton:

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| --- | --- | --- | --- |
| **12 months proof of residency prior to the death of the tenant** |  | **1 x proof of relationship provided** |  |
| Utility bill |  | Birth certificate |  |
| Bank or credit card statements |  | Marriage certificate |  |
| Payroll Statements |  | Joint bank account [statement] |  |
| Other (general correspondence) |  | Doctor’s letter |  |
|  |  | Statutory declaration |  |
|  |  | Council Tax Letter |  |
|  |  | Other (general correspondence) |  |
| **1 X proof of ID** |  |  |  |
| Passport |  |  |  |
| Driving licence |  |  |  |
| Freedom pass |  |  |  |

# About you:

By law, we must not discriminate against anyone. The information you give here helps us to make sure that we are fair and unbiased when delivering services. These details are confidential.

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| **Belief** | * Buddhist * Christian * Hindu | * Jewish * Muslim * Sikh | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Prefer not to say |
| **Disability** | * Hearing * Learning disability * Long standing illness | * Mental health * Mobility Visual * Wheelchair user | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Prefer not to say |
| **Ethnicity** | * Asian-Bangladeshi * Asian-Indian * Asian-Other * Asian-Pakistani * Black-African * Black-British * Black-Caribbean | * Black-Other * Black-Somali * Chinese * Gypsy/Traveller * Mixed-Other * Mixed-White/Asian | * Mixed-White/Black African * Mixed-White/Black Caribbean * White-British * White-European * White-other * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Prefer not to say |
| **Gender** | 🞎 Male 🞎 Female 🞎 Transgender | |  |
| **Sexual orientation** | * Bisexual * Gay man | * Lesbian * Heterosexual | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Prefer not to say |

The information you provide will be stored on a computer database, and used for the purpose of this application; to support Poplar HARCA’s role as a landlord; and/or as allowed for by data protection legislation e.g. shared with Police, Local Authorities, Government agencies and others for the purposes of detecting and preventing fraud. It may also be used in legal proceedings.

If the application is allowed, the information will be retained for six years after the determination of the tenancy. If the application is not allowed, it will be retained for six years after the end of any legal action.

Please sign below only if you agree with all the following statements:

* I have checked the information provided. It is correct and complete to the best of my knowledge.
* I give permission to make enquiries about me.
* I give permission to the people and organisations you contact (e.g. Councils, Government agencies, health professionals, current/previous employers, current/previous landlords, family, friends) to share all the information required regarding this application, and to prevent fraud.
* I understand the information I provide, and supplied by others about me, may be shared with Councils, Government agencies, registered social landlords, support agencies and/or health professionals
* regarding this application, to prevent fraud, and/or to provide support to me.
* I understand a possible consequence of providing false or misleading information is Poplar HARCA may go to Court to regain possession and evict me from any tenancy gained as a result of the information on this form

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| **Name** |  |
| **Signature** |  |
| **Date** |  |