

**Important information about this form**

1. Poplar HARCA seeks to ensure that it keeps data about its tenants and customers safe and secure. Ordinarily, this means that we will only discuss your tenancy with you.
2. However, in the event that you request or there are other reasons that you are not able to speak to us, you may want us to speak to other people on your behalf.
3. Whilst we may need to discuss your tenancy with other people if, for instance, (1) it is necessary for the proper management of our business ; (2) we conclude it is in your 'best interests' to discuss your tenancy with another person, if you are unable to make decisions about this yourself; or (3) we have another good reason to do so, without your permission, it will help us and our staff to know that you are comfortable with us doing so.
4. By completing this form, you can give us clear authority that we may discuss your tenancy with the person named below. If you have any questions about this form please feel free to speak to us.

I/We the undersigned, hereby give permission to Poplar HARCA to discuss matters relating to me with our authorised representative person(s)

**Details of authorised representative**

Mr/Mrs .....

Date of Birth ..... Relationship with tenant/leaseholder.....

Contact number ..... Email address.....

**The above permission to Poplar HARCA includes discussing (please tick)**

All matters relating to my account     Only the following matters. Please be as specific as possible and please also be clear about any matters you **do not** want us to discuss, and we will as far as we can, try to respect your wishes.

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**This authorisation is valid until (you can leave this open ended) .....**

**If the period expires and you are not able to speak to us yourself, we may still liaise with your authorised person (or others) in accordance with paragraph (3) above)**

# Form Title

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<b>TENANT(S) / LEASEHOLDER(S) (if joint please include details of both)</b>	<b>REPRESENTATIVE(S)</b>
Name:	Name:
Address:	Address:
Signature:	Signature:
Date:	Date:
Unique Password: <i>this password may be requested for security purposes when you or your representative calls us</i>	

You must submit a copy of your photo identification in order for us to process this authority. You can hand deliver to our reception 155 East India Dock Road, London, E14 6DA or email us at [info@poplarharca.co.uk](mailto:info@poplarharca.co.uk). Poplar HARCA may contact you to verify the content of this authority.

### Valid identification – what we accept

Passport Copy  Driving License copy  Other

If you do not have photo identification, you must submit **two** forms of alternative identification with this authority. These must be a birth certificate or tenancy/lease agreement **and** a utility bill for example gas and electricity bill or council tax letter dated in the last 3 months.