

# Requesting a representative to act on your behalf

## Your contact details

Your full name:

Address:

Email:

Telephone:

## Which of your information are you giving the authority to the individual above?

All contact will be with the person  
indicated above

We will only contact them about repairs

We will only contact them about issues  
surrounding tenancy, such as rent  
account

Other (indicate below)

## Person authorised to act on your behalf

Full name (one person per form):

Relationship to you:

Date of birth (dd/mm/yy):

Organisation name and job title if relevant:

Full address:

Email:

Telephone:

Alternative phone number:

## Declaration

I/we understand that any information  
given to my representative will be  
deemed to have been given to me/us:

I/We confirm that the person/  
organisation named above is aware  
of being my/our delegated authority  
and is agreeable to their details being  
processed by Notting Hill Genesis:

I/We confirm that I have attached a  
copy of my ID with this form. ID can be a  
passport or driving licence.

Signature:  Date (dd/mm/yy)

Signature  Date (dd/mm/yy)

After you complete and sign the form, please email it to you local officer or send it by post  
addressed to your housing officer to:

Bruce Kenrick House, 2 Killick St, London N1 9FL