

Authority to Act Form Housing Leeds



If you want someone else to deal with your tenancy on your behalf, we need your permission. This permission is called Authority to Act, and you can give it to someone you trust, such as a friend, family member, or support worker.

If you would like someone to act for you on the tenancy or application matters overleaf, please fill in and sign this form, then return it to your local Community Hub. You can change your mind and withdraw your consent at any time by contacting your Housing Office or Community Hub.

Nominated person details:

Name:	
Address:	
Email:	
Telephone number:	
Relationship:	
Organisation (support worker)	

Declaration of the nominated person

- I agree for my information to be passed to relevant 3rd parties such as external contractors/support agencies
- I agree to only act on the issues for which I have been given authority
- I understand that I am responsible for accurately and clearly communicating the customer's wishes and relaying information back to the customer
- I will always act in the best interests of the customer
- I am aware that I will be asked 6 security questions relating to myself and the customer when phoning up on their behalf
- I can withdraw from this agreement by contacting a local a Housing Office or Community Hub

Nominated person's signature: _____ **Date** _____

Customer statement: I, _____ (print name) give permission for the nominated person to act on the following matters on my behalf, unless stated below.

- personal records
- tenancy matters such as Home Visits or permissions
- repairs and repair appointments
- the rent account and court action
- reviews and appeals
- complaints
- support needs
- housing application

Are there any areas you **do not want** us to discuss with your nominated person?

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Where your nominated person works for an organisation, do you give Authority to Act to the individual or the organisation?

Individual		Organisation	
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Customer details:

Name:	
Date of birth:	
Address:	

I understand that:

- by signing below, I give my nominated person permission to discuss and access my personal information as identified above
- this may include disclosure of personal and sensitive information which is held on my tenancy
- Leeds City Council can reserve the right to refuse a nominee on certain grounds, which will be explained to me if it arises
- we will contact your nominated person on operational matters unless you advise us otherwise
- this arrangement will be reviewed every 3 years unless I contact you
- I can withdraw consent at any time by notifying a Housing Office or Community Hub

Signature: _____ **Date** _____

This form should be signed by the customer and returned to a [Community Hub](#). For further information about how we use personal data, please visit the Leeds City Council Privacy Notice www.leeds.gov.uk/privacy-and-data/privacy-notice