



Authority to Discuss Tenancy

If you would like a friend, family member, or support worker to speak on your behalf about your tenancy, we ask you (the tenant) to complete an Authority to Discuss form. This form is a contract that gives permission for a tenant's nominated person to speak on your behalf regarding all aspects of your tenancy in calls and emails.

This form asks for two signatures from you, the tenant, along with relevant information about the nominated person. This includes their name, address, contact number, and date of birth. We require the signatures to be by hand.

Please bear in mind that once this form has been completed and uploaded to your account, you have given Women's Pioneer Housing permission to liaise with your nominated person regarding all aspects of your tenancy.

If you have a household member living with you, we will require you as the named tenant to complete this form to provide permission to speak to them regarding your tenancy.

Once the authority to discuss has been added to your account, the nominated person can contact us. We will verify the nominated person by asking for their details they provided on the form. For the security of your personal information, this will need to be checked each time the nominated person calls. Please bear with our Customer Services Advisors while they locate the information to verify the caller.

Your Identity

First Name

Surname

Address



Who do you want the information to be disclosed to _____

First Name

Surname

Address

Date of Birth

Phone Number

Email

Relationship to you

How long should the authority to discuss to remain valid for? _____

If you want the nominated person to have ongoing consent to discuss your personal information, please tick the 'Ongoing consent' box below. If you wish to withdraw consent after a certain date, please complete the "Date when consent ends" box.

Date when consent ends

Ongoing consent

Security Questions for Nominated Person _____

We will need to verify your nominated person in the same way we verify you when you contact us. We will need to verify them by asking for their name, address, and date of birth. We may also ask them to answer a security question of your choice below.

Question

Answer

Declaration _____

We will need to verify your nominated person in the same way we verify you when you contact us. We will need to verify them by asking for their name, address, and date of birth. We may also ask them to answer a security question of your choice below.



Declaration

I hereby give authority to Women's Pioneer Housing to liaise with the nominated person named above regarding all aspects of my tenancy.

Women's Pioneer Housing collect personal information when you complete this form. We will use this information to provide the service requested. Women's Pioneer Housing will not share your information for marketing purposes with companies outside of Women's Pioneer Housing.

For more information on how we manage your data, please see our Privacy Notice at <https://womenspioneer.co.uk/privacy-notice/>

I understand that I can change or withdraw this consent at any time and can do so by contacting Women's Pioneer Housing.

Named Tenant:

Signed by Tenant

Name of Tenant

Nominated Person:

Signed by Nominated Person

Name of Nominated Person

Date of Completion:

Date

How to Return this Form

By Post:

Women's Pioneer Housing,
3 Angel Walk,
Hammersmith,
London
W6 9HX

By Email:

customerservices@womenspioneer.co.uk

Please remember to add your name and address in the subject of the email. Ensure a clear copy or photograph of the form is attached.