



Occupancy Form – April 2012

Please give details of all persons residing at your address and return this form to the Housing Office, Town Hall, John Street, Douglas, IM99 1AD

Name of Tenant(s):

Tenancy Address: Postcode

Tenancy holder(s): Married Single Separated Divorced Widow Widower

Mr/Mrs/Miss/Ms: Date of Birth: / /

Tel: Mobile: Work:

Email address:

Emergency contact/Next of Kin

Name: Tel:

Spouse/Partner: Married Single Divorced Separated

Name: Date of Birth: / /

Details of all those living with you in the property

Name	Age	Sex (M/F)	Relationship to Tenant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of your pets

	Type (Dog/Cat/Bird etc)	Size	Age
Pet 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pet 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pet 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of persons lodging at the property

Mr/Mrs/Miss/Ms: Full Name:

Relationship to Tenancy Holder:

Date moved in: / / Intended length of stay:

Has permission been received in writing from the Housing Office? Yes No

Any relevant information:

Douglas Borough Council will use the information you provide in accordance with the Data Protection Act 2002 for the purpose of housing management. On occasions, the information may also be shared between Departments of the Council and with third parties such as contractors working on the Council's behalf for this purpose. In such instances the Council will ensure that your personal data is processed in accordance with the Data Protection Act 2002.

Signed Date / /