

## New Household Member Form

(We require photo identification of the person who is moving in)

Note – fields marked with an asterisk \* are not compulsory and you can decline to answer these if you wish.

### Tenant Details

Tenant Name(s):
Tenant Address:
Tenant Telephone Number:
Tenant Email Address:

### New Household Member Details

Title:	Sex:
First Name:	Surname:
Date of Birth:	
Telephone Number: (aged 18+ only)	
Email address: (aged 18+ only)	
National Insurance Number: (aged 16+ only)	
Relationship to Tenant:	
*Nationality:	
*Ethnicity:	
*Religion:	
*Gender identity: (aged 18+ only)	
*Sexual Orientation: (aged 18+ Only)	
Marital Status: (aged 18+ only)	
Employment Details:	
Previous Address:	
Please circle Yes or No to the following statements: <ul style="list-style-type: none"><li>• Do you have any health or mobility problems? – Yes / No</li><li>• Do you have a history of substance misuse? – Yes / No</li></ul>	
If you have answered yes to any of the questions above, please give further information:	

Subject to the Rehabilitation of Offenders Act 1974 do you have any criminal convictions? – Yes / No
If you have answered Yes to the question above, please give further information:
Please provide proof of ID (including photo)

#### Privacy Notice

We are committed to ensuring that the personal data of our tenants (current, former, and future) is handled in accordance with the principles set out in the UK General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. This Privacy Notice tells you what to expect when EPIC Housing collects personal information about you. It applies to applicants for housing, tenants and members of their household, former tenants, visitors to our properties and schemes, and visitors to the EPIC Housing website.

For full details of our Privacy Notice please visit [www.epichousing.co.uk/privacy-notice/](http://www.epichousing.co.uk/privacy-notice/)

#### Your consent—We require you to sign to give your consent to using and storing your information

I give consent to EPIC to hold and process personal information (including sensitive personal data) that I have provided or will provide in the future, in order to perform the functions of EPIC as set out in EPIC's Privacy Notice.

I agree to provide a photograph of myself and that you can keep the photographs for as long as I remain a member of the household.

**Name (Household Member):**

**Signature:**

**Date:**

#### For Internal Use Only

Proof of ID (inc. photo) provided and copy on file? Yes / No

Checks Completed – Yes / No  
Please attach any information

Housing Officer informed? Yes / No / Not Applicable