

Tenant Consent Form

Surname			
First Name			
National Insurance Number		Claim Reference	
Date of Birth		Telephone No	
Address			
Landlord	Wakefield and District Housing Limited		

Consent Declaration

I agree to the terms and conditions as set overleaf and understand that any information I provide will be passed to Wakefield Metropolitan District Council for the purpose of assessing my entitlement to Housing Benefit and/or Council Tax Benefit.

I understand I can withdraw this consent at any time and may still attend the council offices, to deal with my claim, if I prefer. This consent will continue until either the Council, my Landlord or I choose to withdraw it.

Where further information is required to make a decision on my claim the Council can advise my Landlord that this information has been requested to speed up the collection of such information.

Signing or failure to sign this consent will in no way affect the final result of my application for Housing Benefit and/or Council Tax Benefit or my tenancy.

- I consent to my Landlord collecting information for the purposes stated above.
- I have been given a blank copy of this form for me to keep and refer to.
- I agree to Wakefield Metropolitan District Council discussing my claim with my Landlord.

Signature of:

Person Claiming **Date**

Partner **Date**

Collection of Information and Evidence

By signing this consent form you are agreeing to your Landlord collecting such evidence as is necessary in order to process your claim to Housing and/or Council Tax Benefit.

If you decide not to sign this form and so not provide consent, this will not affect the outcome of your claim for Housing Benefit and/or Council Tax Benefit.

However, if the Landlord is able to collect evidence on behalf of Wakefield Metropolitan District Council, this may speed up the decision on your claim. This is because if your Landlord is able to request and record this information on behalf of the council it will ensure all the evidence is collected the first time and so may help reduce the processing time. You may also find it more convenient to deal with your Landlord.

To assist in the prompt processing of your claim, your Landlord will undertake verification of evidence you supply to support your claim or any changes in your circumstances.

To help the council further, this consent form will allow them to advise the Landlord of any information they are waiting for from you, so they may assist in its collection.

Any information, claim form and/or evidence provided to your Landlord will only be used for the purpose of assessing your entitlement to Housing Benefit and/or Council Tax Benefit and will not be retained by the Landlord or passed to any other party apart from the LA.

You may withdraw your consent at any time by completing form RSL10 that is available from Wakefield Metropolitan District Council or your Landlord.

How the Information and Evidence will be used

The personal data and evidence (information) collected by your Landlord about you will be passed to Wakefield Metropolitan District Council who will use it

- To process your Housing Benefit and/or Council Tax Benefit claims, and
- To process any other claim for social security benefits that you have made or may make.

The Council will not disclose your information to any person or organisation either within or outside Wakefield Metropolitan District Council, nor use your information for other purposes unless it is required or permitted by law

The Council may be required by law to disclose your information to other government organisations.

Wakefield Metropolitan District Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information they have about you, or the way they use your information, you can ask by phoning 01977 727559.