



Occupancy Form

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

Name of Tenant(s):

Tenancy Address: Postcode:

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

Tel: Mobile: Work:

Email address:

Emergency contact/Next of Kin

Name: Tel:

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

Douglas Borough Council collects and processes personal data in accordance with the relevant data protection legislation and its Privacy Policy. This includes collecting and processing personal data for the purpose of carrying out checks for the purposes of administration, assessment, analysis, and also for assessing tenant (and prospective tenant) suitability for housing and/or general housing management. Personal data collected may include details of any criminal convictions, on-going investigations, health data, family background data and to make any necessary enquiries to check that information contained in the Tenancy Agreement/Housing Application Form is correct and for the purposes described above.

Douglas Borough Council may, in accordance with the relevant data protection legislation and its Privacy Policy, share this personal information with law enforcement, government agencies, government departments, local authorities, contracted third-party service providers, financial companies and/or financial organisations.

Should you wish to learn more about this please read our Privacy Policy which clearly sets out in full what personal information is collected, why, who it may be shared with, for how long it is retained and also what rights you have under the data protection legislation and how to exercise them. The Privacy Policy can be located at www.douglas.gov.im/dataprotection, and can also be requested in person at Douglas Town Hall. Further, should you have any specific questions please do not hesitate to contact our Data Protection Officer at dataprotection@douglas.gov.im or phone 01624 696310.

When you provide us with information about another person in your Housing application/change Form our lawful basis for processing this personal information is that it is necessary for compliance with a contract and/or legal obligation, that it is necessary for the performance of a task carried out in the public interest and/or necessary in the exercise of official authority vested in Douglas Borough Council.

Signed

Date

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