



## Gloucester City Homes Authority on Account Nomination Form

Gloucester City Homes understand that there are times when you may wish to delegate decision making to someone else, or you may elect to nominate another person(s) to act on your behalf. We ask that you elect people whom you trust and are confident will act on and in your best interests. You should discuss this beforehand with the person(s) you wish to nominate and have their consent to provide their details to us.

You are providing your consent for us to act with, communicate with and take instruction from this person on your behalf. You can select the level of interaction, matter concerning your tenancy, matters concerning the repair or services and/or matters concerning your account.

<b>Your Details</b>	Title – Mr/Mrs/Miss/Ms/Other (please specify)
Name	
Joint tenant (if applicable)	
Date of Birth	Contact telephone number: Can message be left yes/no
Address	
Tenancy number	Account password
Reason for nomination	

<b>Nominated Person</b>	Title – Mr/Mrs/Miss/Ms/Other (please specify)
Name	
Relationship	Contact telephone number
Contact email	
Contact organisation (if applicable)	Password or security question:
Address	
<b>Authorised to discuss on my behalf:</b>	
Tenancy issues (not including rent/arrears)	Yes / No
Repairs and Services	Yes / No
Rent account/arrears & other monies owed to GCH	Yes / No

Gloucester City Homes need your permission and signature to act on these instructions. The information you have provided will be managed and stored in accordance with current Data Protection Legislation. Our Privacy Notice is available in full via <https://www.gch.co.uk/privacy> or in hardcopy from our office.

**IMPORTANT PLEASE NOTE:**

You remain the legal tenant and are ultimately responsible for all tenancy issues and this does not absolve you of your legal obligations. The nominated person is there as a contact to help you with any matters that you have agreed to relating to your tenancy.

Gloucester City Homes may need to contact you, as the tenant, on certain aspects of your tenancy.

Gloucester City Homes reserves the right to remove the authority to discuss if your nominated person becomes abusive or unreasonable or we have concerns that they may not be acting in your best interests. We would advise you of this and ask that you nominate an alternative person to assist.

Signed (GCH customer).....

Date.....

Signed (nominated person)\*.....

\*where it is an agency, no signature needed