Authorising someone to contact us on your behalf

To be completed by the tenant. Please complete all questions.

About the person you want to authorise:

|  |  |
| --- | --- |
| Full name |  |
| What is their relationship to you? |  |
| Date of birth |  |
| Address |  |
| What do you want this person to be able to do on your behalf? |  |
| Is there anything you don’t want them to be able to do? |  |
| How long do you want this arrangement to be in place? |  |
| Why do you need someone to act on your behalf? |  |

About you

|  |  |
| --- | --- |
| Your address:  | Your full name:  |
| Your signature | Date: |

Please return this form to customer.services@settlegroup.org.uk or settle, Blackhorse Road, Letchworth, SG6 1HA