**Authority to Act Form**

Please fill in this form if you want to give authority for a friend, family member or other third party to act on your behalf in relation to your tenancy with Red Kite. Please send the completed form to: Red Kite Community Housing, Windsor Court, Kingsmead Business Park, Frederick Place, High Wycombe, HP11 1JU

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your details** (For joint tenancies, both tenants will need to sign this form) | | | | | | | | |
| Name (s) | |  | | | | | | |
| Address | |  | | | | | | |
| Home phone number | |  | | Alternative contact number | |  | | |
| **Details of the person who can act on your behalf (we will contact them to confirm this arrangement)** | | | | | | | | |
| Name | |  | | Relationship to you | |  | | |
| Your choice of password | |  | | | | | | |
| **You must give this password to your nominated person otherwise we cannot speak to them** | | | | | | | | |
| Address | |  | | | | | | |
| Home phone number | |  | | Alternative  phone number | |  | | |
| Email | |  | | | | | | |
| **Which of these matters are you giving them authority for?** (Please tick all that apply) | | | | | | | | |
| Financial issues  (e.g. your rent and benefits) | | |  | | Other tenancy issues  e.g. repairs, moving to another home | | |  |
| **Declaration** | | | | | | | | |
| I/we give Red Kite authority to talk to and give information to the person named above in connection with my/our use of Red Kite services. | | | | | | | | |
| I/we confirm that the person is aware of this and I/we agree to keep Red Kite informed of any changes, including where authority is no longer required. | | | | | | | | |
| **Signature** |  | | | | **Date** | |  | |
| **Signature** |  | | | | **Date** | |  | |
| Further information about how we use your personal information can be found on our website [www.redkitehousing.org.uk/privacy](http://www.redkitehousing.org.uk/privacy) statement | | | | | | | | |

**Authority to Act Form Information**

**Why have I got this form?**

Some tenants find it useful to have someone else who can speak to Red Kite on their behalf. This could be a family member, friend or other person. You have told us that this may be helpful to you. To protect your confidentiality, we are asking you to tell us who we can talk to, and what kinds of issues you are happy for us to speak to them about by filling in this form.

**Do I have to fill in this form?**

No. You can choose not to complete this form. But without it, we will not be able to discuss your tenancy with the person you have chosen.

**Will I know when you are contacting the person and what it is about?**

Yes. We will still contact you first to explain the issues and see whether we need to speak to the other person as well.

**What kind of things will you talk to them about?**

On the Authority to Act Form, we ask you to tick the issues you are happy for us to discuss. If you tick the box about rent accounts for example, we may speak to the person about money you need to pay to Red Kite or where there is a problem with your Housing Benefit claim, or about actions Red Kite is taking if there are arrears on your account.

**What decisions can they make on my behalf?**

You are still our tenant and only you can make decisions about your tenancy. This will not change. We will still need your agreement and where relevant, your signature, when we are helping you with tenancy issues.

**Whom should I give Authority to Act to?**

This is your decision but remember we will be speaking about issues you may consider to be quite private, or which could be quite urgent. The person should be someone you trust and who can be reached quite easily on the phone. Please check that they are happy to do this for you and know that you are giving us their contact details. We will ask them to confirm their address, and your chosen password as a security check before we speak to them.

**What if I change my mind?**

You can change these arrangements at any time. Just let us know that you no longer want us to discuss your tenancy with your contact person. If you have any questions, please contact us on 01494 476100.