

Place – Housing Services

Kilncraigs, Greenside Street, Alloa, FK10 1EB

Telephone: 01259 450000



Clackmannanshire Council

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Occupancy Update

Name: _____

Address: _____

Tel No: _____

Date of Birth: _____

National Insurance No: _____

I am looking to be Added Removed

Do you have any literacy or communication needs?
For example, do you struggle to read or write, need an interpreter etc? Yes No

I confirm that I have notified Council Tax of my occupancy change Yes No

Do you own or rent another property? Yes No

If yes, please provide details:

Please provide 3 years previous address history:

Address	Tenant/Care Of	Date From	Date To	Landlord

I confirm that the above property is My only and principle home No longer my principle home

Please note that if you are added to the tenancy you have no rights to succeed or become a joint tenant until **twelve months** has passed from the date we were notified.

I acknowledge Clackmannanshire Council will carry out checks to ensure the information I have provided is true and accurate. I consent to Clackmannanshire Council sharing and being provided with data relating to me that other organisations may hold for the legitimate purposes of completing these checks.

Please be aware that providing us with false information and not informing us of any changes in your circumstances is fraud.

Signed: _____ Date: _____

Signed (Tenant): _____ Date: _____