

# Contact Form

Please complete the details below in BLOCK CAPITALS marking boxes with a tick by clicking on the box with a cursor. Once completed, please save this form and send via email to [manchestersudenthomes@manchester.ac.uk](mailto:manchestersudenthomes@manchester.ac.uk)

YOUR DETAILS				
Forename:				
Surname:				
Student ID Number:				
Nationality:				
Do you consider yourself to be disabled?	Yes		No	
- If yes, how can we help you further?				

CONTACT DETAILS		
How would you like to be contacted?		
Telephone:		
Mobile:		
Main Email Address		
YOUR FULL ADDRESS		
House Number & Street		
Area		
Postcode		

**If you are a student please complete all sections. If you are not a student, please complete section 2 and 3.**

# Section 1: Students

ACADEMIC DETAILS										
University/ Institution:	UoM		MMU		UCEN		Spirit Studios			
	Other (Please specify):									
Academic Status:	UNDERGRAD			POSTGRAD (PGR/ PGT)						
	Other (Please specify):									
Year of Study	1		2		3		4		5	
DETAILS OF YOUR TENANCY AGREEMENT										
Number of Adults/ Sharing:										
Date Your Contract Started/ will Starts					Date Your Contract Ends/ will End					

# Section 2: Details

LANDLORD/AGENT DETAILS						
Name:						
DETAILS OF PROPERTY (if different from above)						
Property Address & Postcode:						
WHAT DO YOU NEED HELP WITH?						
CONTRACT ADVICE	DEPOSIT	DISREPAIR	TENANT DISPUTES	NOISE & ASB	WASTE & RECYCLING	OTHER
<b>You will need to email in a <u>copy of your contract</u> if you need help in the following areas: Contract Advice, Deposit, Disrepair, Tenant Disputes.</b>						
Please provide details below.						

## NOISE & ASB / WASTE & RECYCLING REPORTS ONLY

**WHO HAVE YOU REPORTED IT TO?** (please tick/ delete as appropriate)

<b>Manchester City Council</b>	Yes	No
<b>Greater Manchester Police</b>	Yes	No
<b>Manchester Fire &amp; Rescue</b> (if applicable)	Yes	No
<b>Other</b> (please specify)		

## INCIDENT

<b>Time of Incident</b>		<b>End time</b> (if applicable)	
<b>Date of Incident</b>			

## CASE DETAILS

**Please give a brief description of your problem(s)/enquiry?**

continue on next page....

...continued

## Section 3: Consent

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Privacy Notices can be found by visiting the following links:

Housing Advice - [MSH Advice Privacy Notice](#)

Non-housing Advice - [GNT Privacy Notice](#)

I have read the privacy notice provided.

I consent to Manchester Student Homes processing and using my personal data consistent with the Privacy Notice that I have read.

I allow Manchester Student Homes to share my details with relevant government agency/ public services.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_