**Client Information Form**

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| **Please complete the details below in BLOCK CAPITALS marking boxes with a cross by clicking on the box with a cursor. Once completed, please save this form and send via email to** **manchesterstudenthomes@manchester.ac.uk** |[ ]

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| **YOUR DETAILS** |
| **Forename:** |  |
| **Surname:** |  |
| **Nationality:** |  |
| **Do you consider yourself to be disabled?** | YES |[ ]  NO |[ ]

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| **ACADEMIC DETAILS** |
| **University:** | UoM |[ ]  MMU |[ ]  RNCM |[ ]  MC |[ ]  SAL |[ ]
| **Year of Study:** | 1 |[ ]  2 |[ ]  3 |[ ]  4 |[ ]  5 |[ ]
| **Academic Status:** | UNDERGRAD |[ ]  POSTGRAD |[ ]   |  |

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| **CONTACT DETAILS** Can leave a message?  |
| **Telephone:** |  |[ ]
| **Mobile:** |  |[ ]
| **Main Email Address:** |  |

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| **LANDLORD/AGENT DETAILS** |
| **Name:** |  |

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| **HOUSEHOLD DETAILS OF COMPLAINT** |
| **Property Address & Postcode:** |  |
| **Number of Adults/Sharing:** |  |
| **Tenancy Agreement:** | JOINT |[ ]  SINGLE |[ ]  NONE |[ ]

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| **CASE DETAILS** |
| **What do you need help with?** | CONTRACT ADVICE | DEPOSIT | DISREPAIR | TENANTDISPUTES | OTHER |
|  |[ ] [ ] [ ] [ ] [ ]
| **Please give a brief description of your problem(s)/enquiry?** |  |

All details will be kept in accordance with the Data Protection Act 1998. Please refer to the University of Manchester’s Confidentiality Policy- add details.

By signing this form I am giving my consent for MSH to create a file containing my personal details, the details of my enquiry, and to contact my landlord/agent on my behalf if required (this will not be done without your consent ). I understand that these details will be stored electronically for a period of seven years.

**SIGNED:………………………………………………………… DATE:........../..……../……….**