**Client Information Form**

|  |  |
| --- | --- |
| **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**](mailto:manchesterstudenthomes@manchester.ac.uk) |  |

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

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CASE DETAILS** | | | | | |
| **What do you need help with?** | CONTRACT ADVICE | DEPOSIT | DISREPAIR | TENANT  DISPUTES | 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:........../..……../……….**