**LETTINGS**

**Scottish Government
Compass House**

**11 Riverside Drive**

**DUNDEE**

**DD1 4NY**

**Your Contact Details:**

Name:

E-mail:

Telephone:

Address:

**Please complete and email to:** **rss.dundee@gov.scot**

**Tel: 0300 244 7000**

*Rent Service*

*Scotland*

DETAILS OF RECENT LETTINGS

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **House/ Flat Number or Name** | **Property Address** (street name, town) | **Full** **Postcode** | **Rent Paid** £ per week (pw), or per calendar month (pcm) | **Water Rates Included** (Yes/No) | **Property Type** (eg. Converted flat, semi-detached house) | **Furnished/ Unfurnished** (Unfurnished incl. Carpets, curtains, & white goods) | **No of Living Rooms** | **No of Bedrooms** | **New Letting or Renewal** | **Tenancy Start or Renewal Date** (mm/yy) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

The information supplied on this form will be processed by the Rent Officer for the purposes of setting Local Housing Allowance (LHA) rates. This information will be held securely in the Rent Service Scotland database and held in line with the current retention policies. This information is also shared with the Office of National Statistics and is used to calculate CPI(H). If you need any further information please write to us at Rent Service Scotland, Scottish Government, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. The Data Protection Officer can be contacted at the above address. We would also like to contact you annually to review and update this information. Please ‘X’ the box if you would prefer to be contacted by Post E mail or Telephone

.

We would also like to contact you annually to review and update this information. Please tick the box if you would prefer to be contacted by post XX E mail XX or telephone XX.

.

If you need any further information please write to us at Rent Service Scotland, Endeavour House, 1 Greenmarket, Dundee, DD1 4QB. The Data Protection Officer can be contacted at the above address.

We would also like to contact you annually to review and update this information. Please tick the box if you would prefer to be contacted by post XX E mail XX or telephone XX.

.