

M  
Hove/Brighton/Portslade  
BN

Date:  
Our Ref:  
Your Ref:  
Phone: 01273 29  
Fax: 01273 29  
e-mail:

Dear

**Tenancy visit**

The council has a policy of visiting all of its tenants in order to carry out a property inspection and update our records on who is living at the property.

I would like to visit you on \_\_\_\_\_ at \_\_\_\_\_. Please let me know if this is not convenient.

This will be an opportunity for you to raise any issues you may have about your tenancy.

In order to help us ensure that the services we provide meet your needs, we would like to ensure that the information we hold about you is up to date. I have, therefore, enclosed a Person Checklist Form and would be grateful if you could complete this and have two forms of identity that are listed on the form ready for when I visit.

The questions on the form are optional and you do not have to complete them if you do not wish to. Any information you do choose to share with us will be held in the strictest confidence and help us when dealing with any issues you might have.

If you do wish to complete the questions but are need help with this, please ask me at the appointment and I will be happy to help.

I look forward to meeting with you.

Yours sincerely

Housing Officer

