Subject: Notice of new resident at **<your address>**

To **<council or housing association>**

I’m writing to tell you that **<new resident’s name>** will start living with me at **<your address>** on **<date>**.

I have the new resident’s consent to provide you with their contact information which is **<new occupant’s phone number or email address>**.

This person is moving in because: **<delete what does not apply to you>**

- they’re my partner

- they’re my relative

- they’re my carer

- **<other reason>**

Please confirm you have received this, and that this information has been added to my housing file.

If you require me to fill out a form please send this to me.

Thank you,

**<your first and last name>**

**<contact number>**