

This form should be used by a tenant to make a request to change their name on their tenancy records.

Section 1	
Your current full name(s) (the name currently on your Vico Homes tenancy)	
Address	
Phone number and email	

Section 2	
What is the name(s) that you now wish to be known by?	
Your title? Mr / Mrs / Miss / other	
What is the reason for this change?	
What documents have you included in support of your request?	

We won't consider your request to change your name on your Vico Homes tenancy records if you haven't provided documentary evidence of your name change. We may also refuse your request if we consider that the name that you wish to be known by could be offensive to others, frivolous or you make repeated requests to change your name.

Signed (old name) _____ Dated _____

Signed (new name) _____

Please return this form to one of our hubs:

Wakefield Hub, 2 The Bull Ring, Wakefield, WF1 1HA; or

Pontefract Hub, 1 Horsefair, Pontefract, WF8 1PE

By email: estatesupport@vicohomes.co.uk

By post: Vico Homes, Estates, Merefield House, Whistler Drive, Castleford, WF10 5HX

Please note there's no public access to this building.

Data Protection

Vico Homes is a registered charitable Community Benefit Society that provides social housing and social support services. Vico Homes is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no.Z9160379). We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team
Vico Homes
Merefield House
Whistler Drive
Castleford
WF10 5HX

Email: informationgovernance@vicohomes.co.uk

You have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#).

Vico Homes will process the information you provide on this form as part of administering a contract (tenancy).

For further information, on how we use your personal data, details of Vico Homes Privacy Policy can be found on our website [vicohomes.co.uk/accessibilityandprivacy/](https://www.vicohomes.co.uk/accessibilityandprivacy/) If you'd like a copy we can email it to you.

Struggling to read this information? Let us know if you would like this letter in another format, size or language. Please phone 0345 8 507 507 or email: contact@vicohomes.co.uk