

Tenant Information Record

Have the details you need in an emergency, rather than discovering the only phone number you hold is the one that is not answering.

Who the tenant is, how to reach them, and who to ring if something happens and they cannot be reached.

PERSONAL DATA — HOLD IT CAREFULLY

This sheet holds another person’s personal details. Keep it somewhere secure, do not pass it around, and destroy it when there is no longer a reason to hold it — data protection law applies to a sheet of paper exactly as it does to a database. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

Property

Tenancy from

Reference

THE TENANT

Full name

Date of birth

Phone

Email

Previous address

OTHERS LIVING AT THE PROPERTY

Name	Relationship to tenant	Age if under 18	On the agreement

IF WE CANNOT REACH THEM

Emergency contact	Relationship	Phone

OTHER DETAILS WORTH HAVING

Vehicle and registration	Pets agreed	Employer or income source
Referencing completed on	Right to rent checked	Where the documents are kept

Notes