

**To local housing authority  
Request for copy of housing records**

**[Note: you may wish to incorporate in this letter a request for additional information under section 167 of the Housing Act 1996 and/or a request for a copy of the housing allocation scheme. If so please refer to the separate template letters.]**

[Address]

[Date]

By first class post and email to [email address]

Dear Sir/Madam

**[Client's name and address]  
Housing application; your ref: [insert ref no.]  
Request for disclosure of housing records  
Data Protection Act 2018**

We write on behalf of the above named in connection with their application for an allocation of social housing [and application for help on grounds of homelessness].

So we may advise [Client's name] in connection with their [e.g. application / request for a review of the decision dated [date]] please forward the following information:

- A copy of all the personal data you hold, both manually and electronically, in connection with his/her application for accommodation [and application for help as homeless].
- Copies of all documents completed, sent and received in connection with our client's application[s].

We trust that the information will be forwarded promptly and in any event no later than one month from the date on which this request is received.

*[Or, as an alternative to the previous paragraph, substitute the following two paragraphs if the information is required urgently in connection with an outstanding matter]*

Please note that we require the above information to assist our client in connection with [e.g. their request that the decision on their application dated [date] be reviewed.]

We therefore ask that disclosure is expedited and the materials forwarded so that we are afforded a reasonable period in which to take instructions and make representations in connection with the [review].

If you do not intend to accede to this request please confirm your reasons in writing by return, so we may advise our client.



Many thanks for your help in this matter.

Yours faithfully

[Name]

[Job title]

*Encs: Signed authorisation for [Name of agency] to act on [Name of client]'s behalf*

