

To local housing authority

Request for information about housing application and copy of housing file records

[Address]

[Date]

By first class post and email to [email address]

Dear Sir/Madam

[Client's name and address]

Housing application; your ref: [insert reference]

Request for information

Housing Act 1996, s.167 and Data Protection Act 2018

We write on behalf of the above named in connection with their application for an allocation of social housing.

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:

1. 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 on grounds of homelessness].
2. A copy of his/her application form/record[s].
3. Copies of any documents submitted, sent and received in connection with the application[s].
4. Confirmation of the [points (total and breakdown)/ priority band] awarded to the application and any other relevant status affecting how our client's application has been treated and prioritised.
5. Confirmation of all decisions about the facts of his/her case which have been (or which are likely be) taken into account in considering whether to allocate him/her accommodation.
6. Information that will enable him/her to assess:
 - a. How his/her waiting list application is likely to be treated under the housing allocation scheme.
 - b. Whether s/he is likely to be regarded as a member of a group of people who are to be given preference under section 167(4A) of the 1996 Act
 - c. Whether accommodation is likely to be made available to him/her for allocation;



- d. If so, how long it is likely to be before such accommodation becomes available for allocation to **him/her**.

This request is made under section 167(4A) of the Housing Act 1996 and the Data Protection Act 2018.

We trust that the information will be forwarded promptly and in any event no later than one month from the day 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 forwarded so that we are afforded a reasonable period in which to take instructions from our client 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]

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

