

Householders Letter

Date:

I, **(Householder's Full Name)**

of:

..... **(Full Address)**

Postcode:

confirm that the following applicant(s) currently reside at, or stay at, my address:

Applicant Name(s):

.....

Relationship to Applicant(s):

.....

Residence at the Property

Please tick one:

☐ The applicant(s) use this address as their main and principal home.

☐ The applicant(s) reside at this address for part of the week.

If the applicant(s) only reside at this address for part of the week, please provide details:

Number of nights per week usually spent at this address:

Days usually spent at this address (if known):

.....

Reason for part-time residence (if applicable):

.....

.....

.....

Property Details

Property Type (House / Flat / Maisonette / Bungalow / Other):

Number of Bedrooms:.....

Current Occupancy

Please list all household members currently living at the property, including the applicant(s), and state which room they sleep in and how long they have resided at the address.

Room Occupied	Name(s)	Relationship to Applicant	Date moved in / Length of residence

If any occupants sleep in a living room, dining room or other room not intended as a bedroom, please provide details below:

.....
.....
.....

Householder Contact Details

Telephone Number:

Declaration

I understand that Basildon Council may contact me to verify the information provided in this letter.

I confirm that the information provided is true and accurate to the best of my knowledge and that the applicant(s) currently reside at the address stated above.

Signed:

Print Name:

Date:.....